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ABSTRACT

The instructional materials included in this document are designed to introduce students to the Apple IIe computer and to the word processing and database portions of the AppleWorks program. The materials are intended for small groups of students, each of whom has use of a computer during class and for short periods between classes. The course accommodates various levels of experience, including students who have never used the Apple IIe, and emphasis is placed on students' success in a "hands-on" environment. The materials included are: (1) course objectives; (2) the class schedule and a detailed outline of topics to be covered during each session (introduction to the Apple IIe, AppleWorks and word processing; introduction to databases; advanced word processing; advanced databases; and merging database and word processing files); (3) a list of assignments; and (4) a list of handouts used during the various sessions of the course (directions for formatting blank disks; constructing word processing files; constructing database files; printing database files; exercising database print options; and obtaining help with word processing and database files). (GL)

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ED313004

APPLE IIe COMPUTERS
AND
APPLEWORKS
TRAINING MINI COURSE MATERIALS

By

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APPLE IIe COMPUTER AND APPLEWORKS TRAINING MINI COURSE

Program Description: This is an over the shoulder training course which introduces students to the Apple IIe computer and word processing and data base portions of the AppleWorks program (Version 1.3 of the AppleWorks program is used). It is intended for small groups of students each of whom has use of a computer during each class and for short periods between classes. It accommodates various levels of experience. In addition, individuals without experience using the Apple IIe computer are encouraged to attend. Emphasis is placed upon student success in a "hands-on" environment. Upon completion of the program, attendees should be able to:

1. SETUP new word processing files.
2. PRINT word processing files using various options.
3. SAVE word processing files.
4. ACCESS previously saved files.
5. SETUP new data base files.
6. PRINT data base files as tables and labels using various print options.
7. SAVE data base files.
8. INSERT data in data base files.
9. ARRANGE data base files on various categories or fields.
10. MOVE information from data base files to word processing files.
11. CHANGE file names.
12. MOVE information from one data base file to another data base file and from one word processing file to another word processing file to another.
13. USE delete, find, copy, yank, insert and other functions.

Class Schedule: Classes meet Monday through Friday for 1 and 1/2 hours each day.

1. Monday:

    a. Introduction to the Apple IIe Computer.

    b. Introduction to AppleWorks.
    c. Introduction to word processing.

2. Tuesday:

    a. Introduction to data base.

3. Wednesday:

    a. Advanced word processing.

4. Thursday:

    a. Advanced data base.

5. Friday:

    a. Marriage of word processing and data base functions.

Out of Class Assignments: Attendees will be expected to complete a brief out-of-class assignment each day.

Class Composition: Each participant will have the sole use of a computer during class sessions. Class size is determined by the number of computers that are available.

CLASS OUTLINES

1. Class 1: Introduction to the Apple IIe, AppleWorks. Word Processing

a. Introduction to the Apple IIe Computer.

(1) Computer parts.
(2) Turning on the computer.
(3) Turning on the monitor.
(4) Turning on the printer.
(5) Loading the AppleWorks program.

(a) Duodisk drive slot assignments.
(b) Turning on the machine method.
(c) OPEN-APPLE-CONTROL-RESET method.

b. Introduction to AppleWorks.

(1) Cursor types (OPEN-APPLE-E).
(2) Reading the screen.
(3) Main Menu.

(a) Formatting blank data disks.

i. Other Options menu.
ii. Naming the volume.

(b) Selecting disk drive slots.
(c) Setting up files.

(4) Screen dump (OPEN-APPLE-H).

i. File definition.
ii. Desktop definition.

c. Introduction to word processing.

(1) Naming files and file libraries.
(2) Opening files.
(3) Writing letters, memos. others.
(3) File storage (OPEN-APPLE-S).
(4) File printing (OPEN-APPLE-P).

2. Class 2: Introduction to Data Base

a. Main Menu.

(1) Option #4.

b. Naming the file.
c. Reading the screen.

d. Naming categories or fields.
e. Moving to the insert data mode.
f. Inserting records.
g. Data storage.
h. File printing in the "tables format."

3. Class 3: Advanced Word Processing

a. Word processing review.
b. Help (OPEN-APPLE-?).
c. Print options (OPEN-APPLE-O).
d. Page breaks (OPEN-APPLE-K).
e. Duplicating files.

(1) OPEN-APPLE-N method.
(2) OPEN-APPLE-C method.
(3) OPEN-APPLE-M method.

f. Copying text.
g. Moving text.
h. Deleting text.
i. Finding text (OPEN-APPLE-F).
j. Setting tabs (OPEN-APPLE-T).
k. Quick switch (OPEN-APPLE-Q).
l. Replacing text (OPEN-APPLE-R).

4. Class 4: Advanced Data Base

a. Data base review.
b. Help (OPEN-APPLE-?).
c. Print options (OPEN-APPLE-O).
d. Page breaks (OPEN-APPLE-K).
e. Duplicating files.

(1) OPEN-APPLE-N method.
(2) OPEN-APPLE-C method.
(3) OPEN-APPLE-M method.

f. Copying text.
g. Moving text.
h. Deleting text.
i. Finding text (OPEN-APPLE-F).
j. Setting tabs (OPEN-APPLE-T).
k. Quick switch (OPEN-APPLE-Q).
l. Replacing text (OPEN-APPLE-R).
m. File layout changes (OPEN-APPLE-L).
n. Category name changes (OPEN-APPLE-N).
o. Finding recordS.

(1) OPEN-APPLE-F method.
(2) OPEN-APPLE-R method.

5. Class 5: Merging Data Base and Word Processing Files

   a. Word processing review.
   b. Data base review.
   c. Print options.

      (1) Screen.
      (2) Clipboard.

   d. Inserting data base information in letters.
   e. Altering data base information in word processing files.

      (1) OPEN-APPLE-O method.
      (2) OPEN-APPLE-D method.
      (3) OPEN-APPLE-Y method.

OUT OF CLASS ASSIGNMENTS

1. Between classes 1 and 2: Write a letter to a friend.

2. Between class 2 and 3: Construct and address book data base file which includes the following fields: Name: Street Address, City, State, Zip, Phone. Names should be entered, last name first.

3. Between classes 3 and 4: Write a standard Coast Guard letter to the Commandant via Commander Far East Section and Commander, Fourteenth District requesting assignment to TRACEN Petaluma. In accomplishing this task, you should use the following publications for guidance:

   a. COMDTINST M5261.4A, Correspondence Manual. This publication includes proper letter formats.

   b. COMDTINST M5210.5D, (SECNAVINST 5210.11D), Standard Subject Identification Codes. This publication provides you with the SSIC for your letter.

   c. COMDTNOTE 5605, Standard Distribution List. This publication provides addresses of various Coast Guard commands.

4. Between classes 4 and 5: Construct a data base file that can be used as a parts inventory record.

HANDOUTS

1. Directions For Formatting Blank Disks

2. Constructing Word Processing Files

3. Constructing Data Base Files
4. Printing Data Base Files
5. Exercising Data Base Print Options
6. Obtaining Help With Word Processing And Data Base Files

EXERCISING APPLEWORKS V1.3
DATA BASE
PRINT OPTIONS
WITH THE APPLE IIe COMPUTER

FIRST EDITION

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INTRODUCTION

"Exercising AppleWorks V1.3 Data Base Print Options With The Apple IIe Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIe computers which have a Duodisk or two disk drives. In addition, it can be used with Apple IIe computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using a Duodisk drive. Version (V) 1.3 of the AppleWorks program also was used during its development. The pictures one sees in the Figures provided below are those that will be seen when V1.3 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. There, however, may be some slight differences in both the pictures one sees on the monitor screen and the procedures to be followed. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.
2. A Duodisk or two disk drives.
3. A copy of the AppleWorks computer program V1.3.
4. One data disk on which there is a data base file stored.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.
2. Bootup the AppleWorks program.
3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen.
4. Exercise the initial data base print option using the OPEN-APPLE-P keys procedures. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIe computer operators should be able to exercise the various data base print options using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

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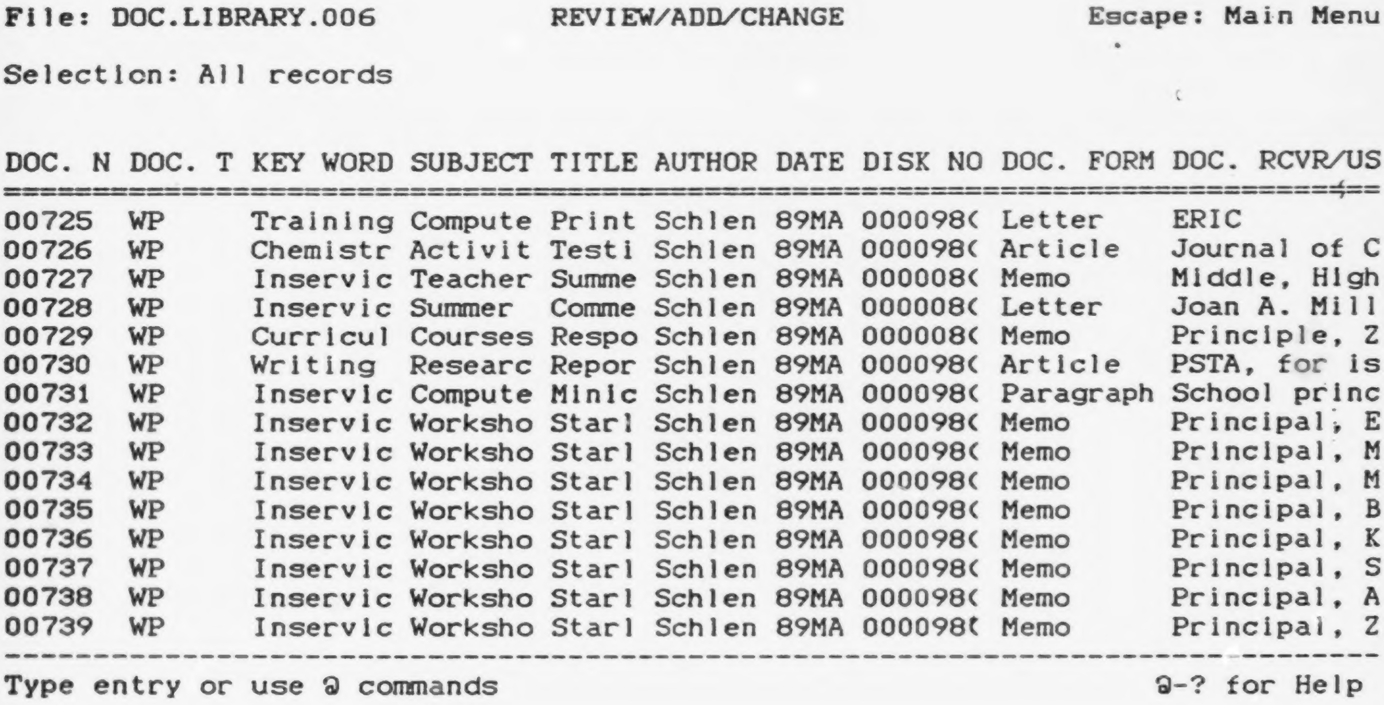
DIRECTIONS

01. In The Beginning. There are two types of formats that can be used when printing AppleWorks data base files: labels, and; tables. The print options are somewhat different for each format. The labels format is discussed first. If you wish to print your file in a tables format and are interested in the print options for that format, proceed directly to Step 03. Bring the file to be printed to the Desktop. Your monitor screen will appear similar to the example shown in Figure 1.



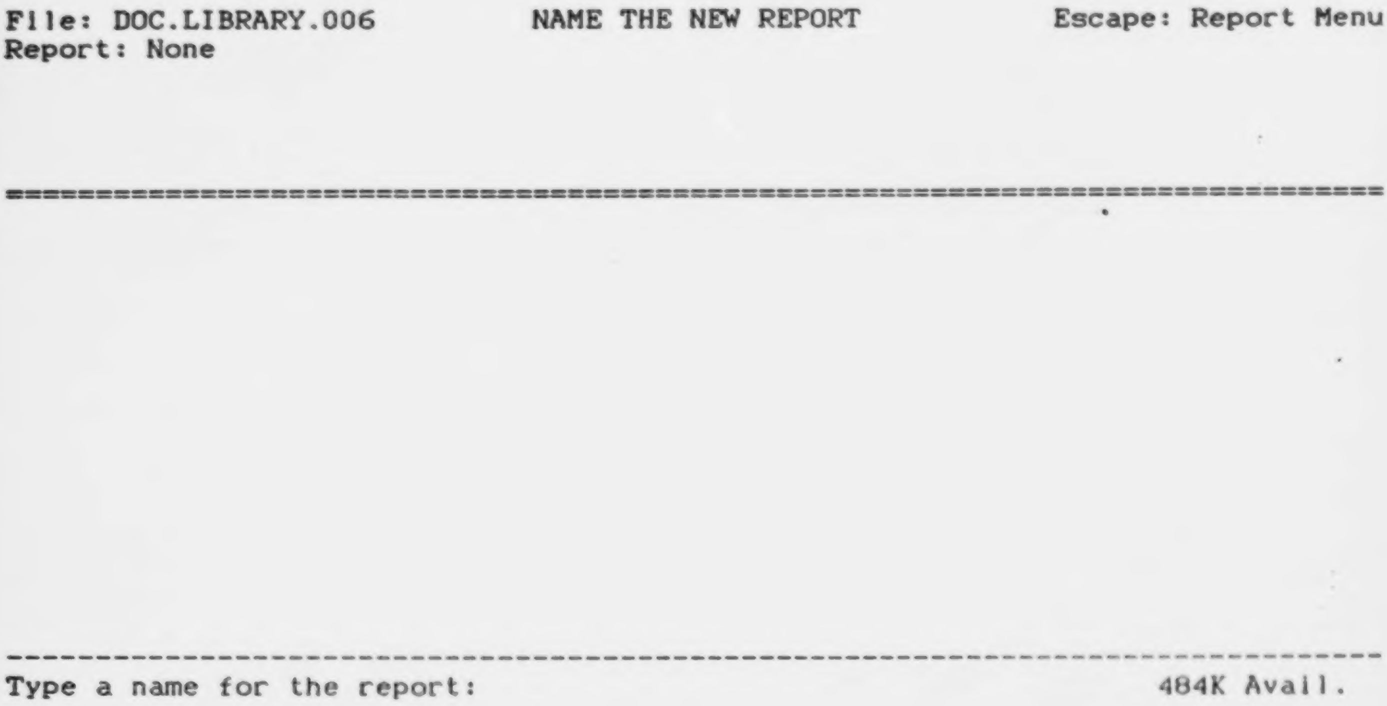
```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00735  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, B
00736  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, K
00737  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, S
00738  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, A
00739  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, Z
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 1. The Monitor Screen Showing A Data Base File.

02. <u>Labels Format</u>. Exercise the data base print option as follows:

a. Press the OPEN-APPLE and the "P" keys at the same time.

b. Select the option #3, "Create a new "Labels" format," from the "Report Format" menu by highlighting it and pressing the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 2.



```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: None



================================================================================








--------------------------------------------------------------------------------
Type a name for the report:                                          484K Avail.
```

Figure 2. Monitor Screen With The Labels Option Selected.

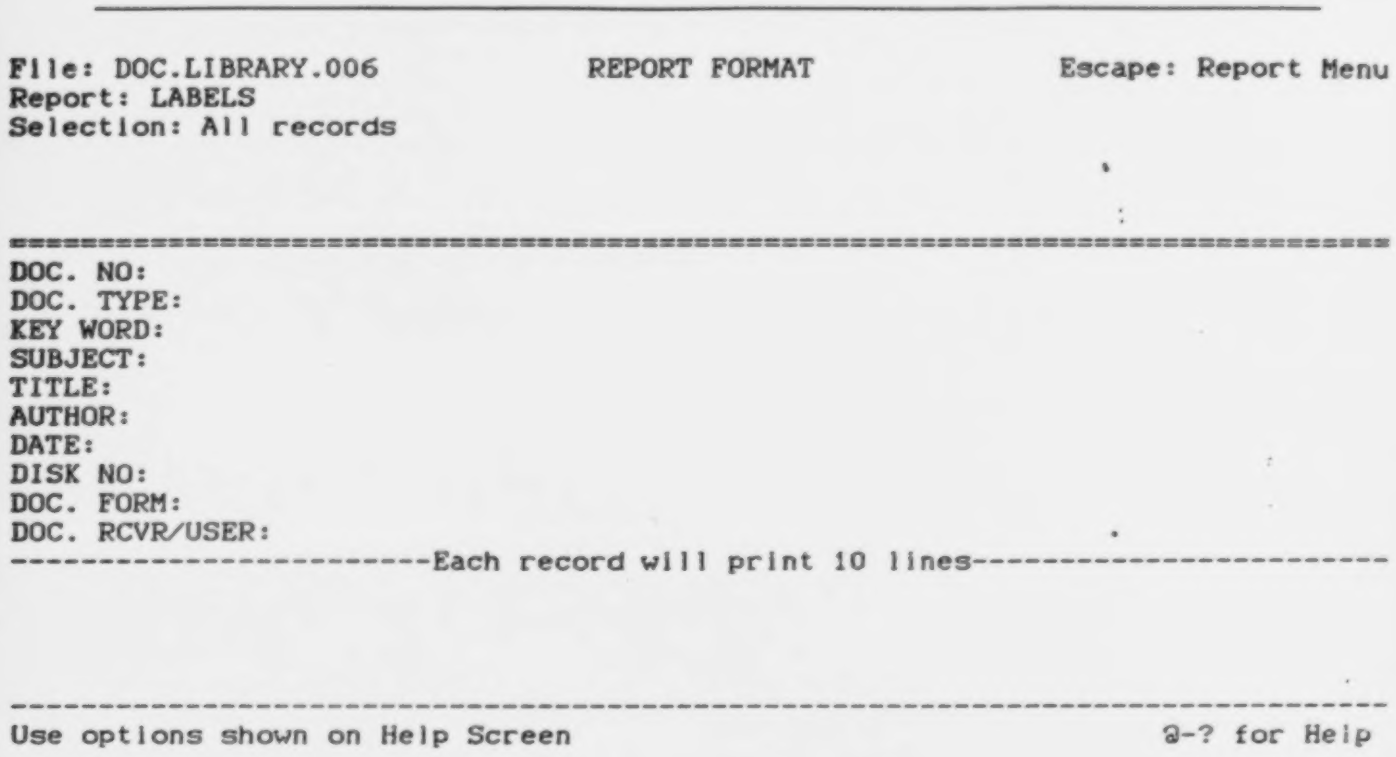
c. Report Naming.

(1) Type the report name. Your screen now appears similar to Figure 3.

```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Erase entry
Report: None



==============================================================================










------------------------------------------------------------------------------
Type a name for the report:  LABELS                                484K Avail.
```

Figure 3. Labels Format After The Report Has Been Named.

(2) Press the RETURN key once and then examine Figure 4.



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

=========================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------


-------------------------------------------------------------------------
Use options shown on Help Screen                              @-? for Help
```

Figure 4. The Monitor Screen After Entering The Report Name

d. Selecting Print Options. There are two types of options which can be used here. First, we'll examine alteration in the fields or categories you see on the screen in Figure 4.

(1) Category alteration.

(a) Arrangement.

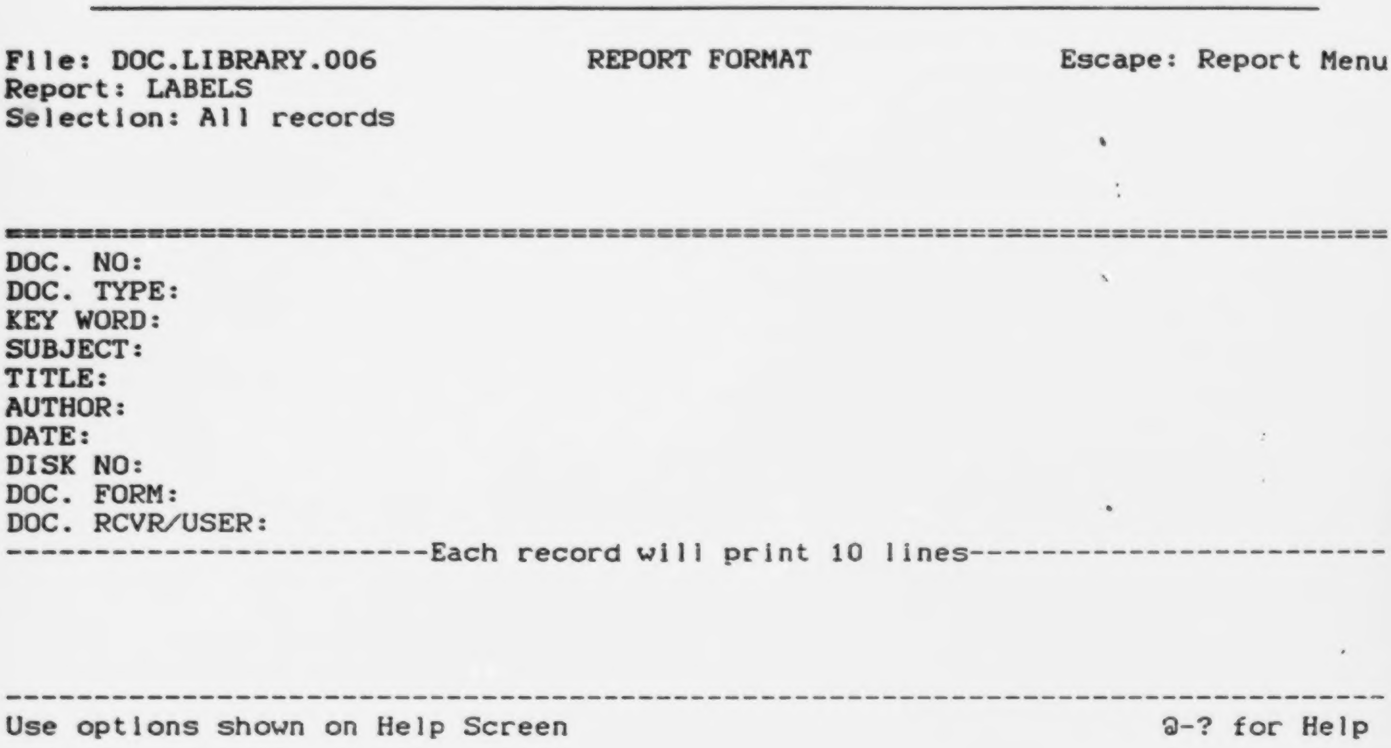
i. Press the OPEN-APPLE and the "A" keys at the same the. The monitor screen changes to appear like that seen in Figure 5. Note at the top of the screen that the way file will be arranged is indicated there. In this case, the verbiage indicates that the file will be arranged on the DOC.NO. category. It will subsequently be printed according to that arrangement.

```
File: DOC.LIBRARY.006          ARRANGE (SORT)         Escape: Report Format
Report: LABELS
Selection: All records

==============================================================================
                   This file will be arranged on
                   this category: DOC. NO:

                   Arrangement order:

                        1.  From A to Z
                        2.  From Z to A
                        3.  From 0 to 9
                        4.  From 9 to 0


------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      483K Avail.
```

Figure 5. The Screen After Selecting The Arrange Function.

ii. Press the DOWN-ARROW key 4 times to highlight the "9 to 0" option.

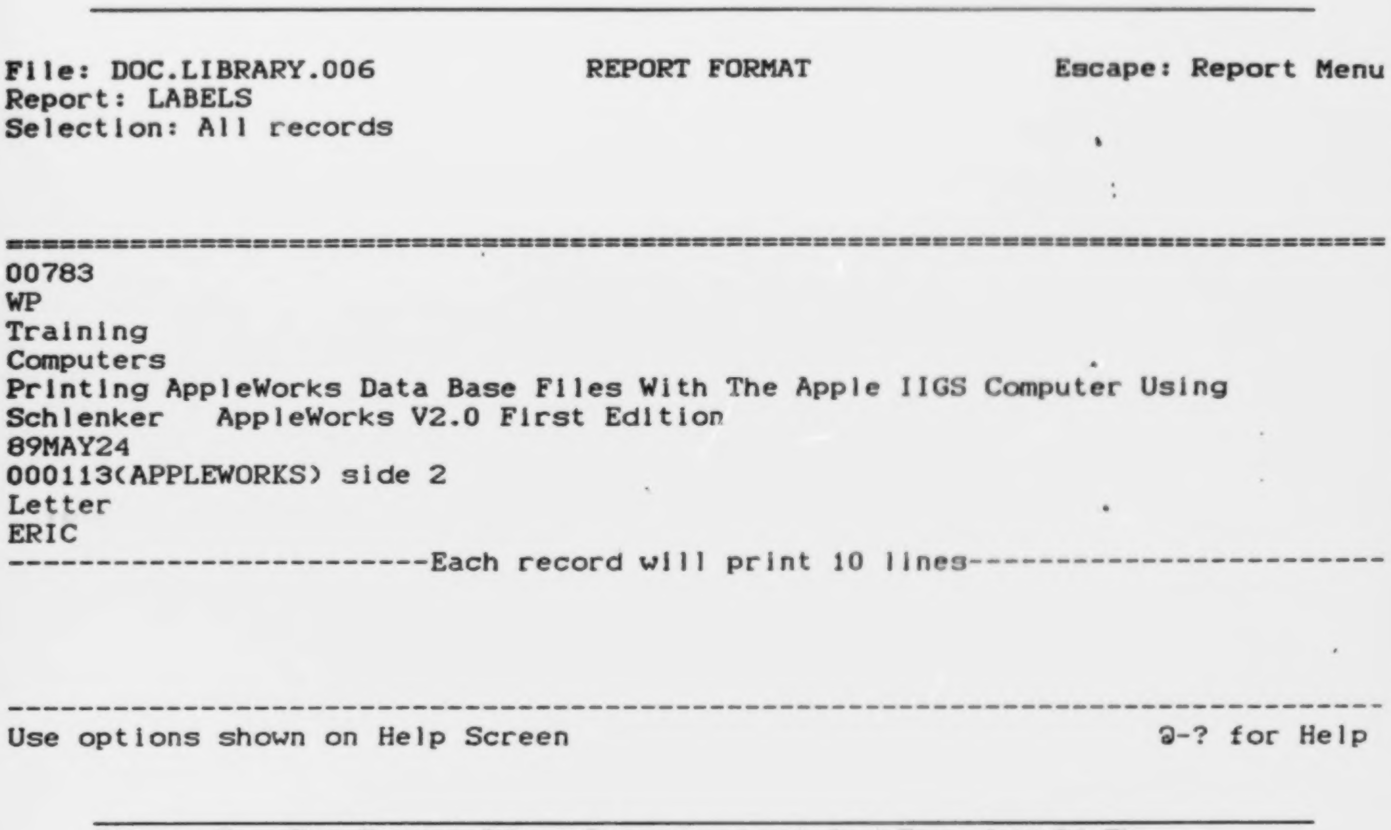
iii. Press the RETURN key once (see Figure 6).



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records


==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 6. The Screen After Completing The Arrangement Function.

iv. Press the OPEN-APPLE and the "Z" keys at the same time. The screen will appear similar to the picture seen in Figure 7, indicating that the file has been rearranged such that the first file to be printed will be the one shown on the screen.

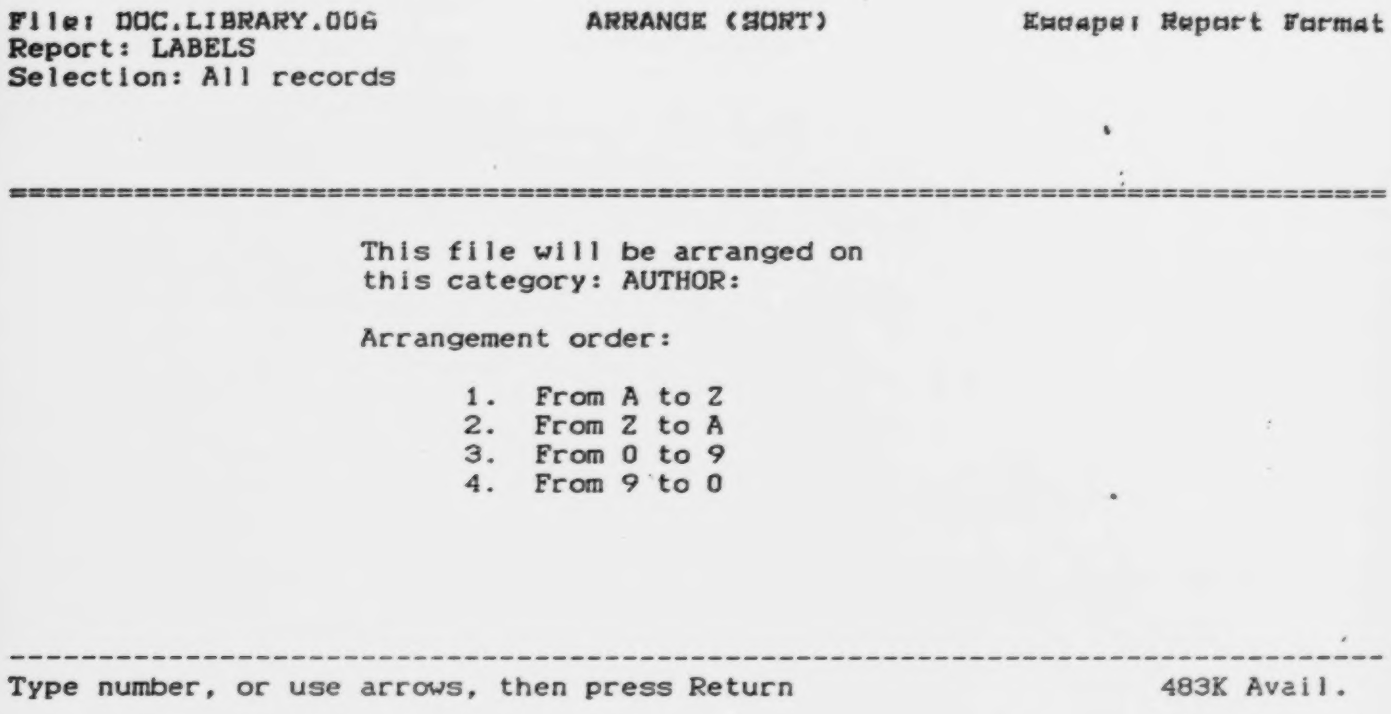


```
File: DOC.LIBRARY.006            REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records


==============================================================================
00783
WP
Training
Computers
Printing AppleWorks Data Base Files With The Apple IIGS Computer Using
Schlenker   AppleWorks V2.0 First Edition
89MAY24
000113(APPLEWORKS) side 2
Letter
ERIC
-----------------------Each record will print 10 lines-----------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                @-? for Help
```

Figure 7. The Screen After Rearrangement And Exercise Of The OPEN-APPLE-Z Function.

v. The file can be arranged also while it appears as it presently does on the screen. Press the DOWN-ARROW key several times to place the cursor under the first letter in the "AUTHOR" category.

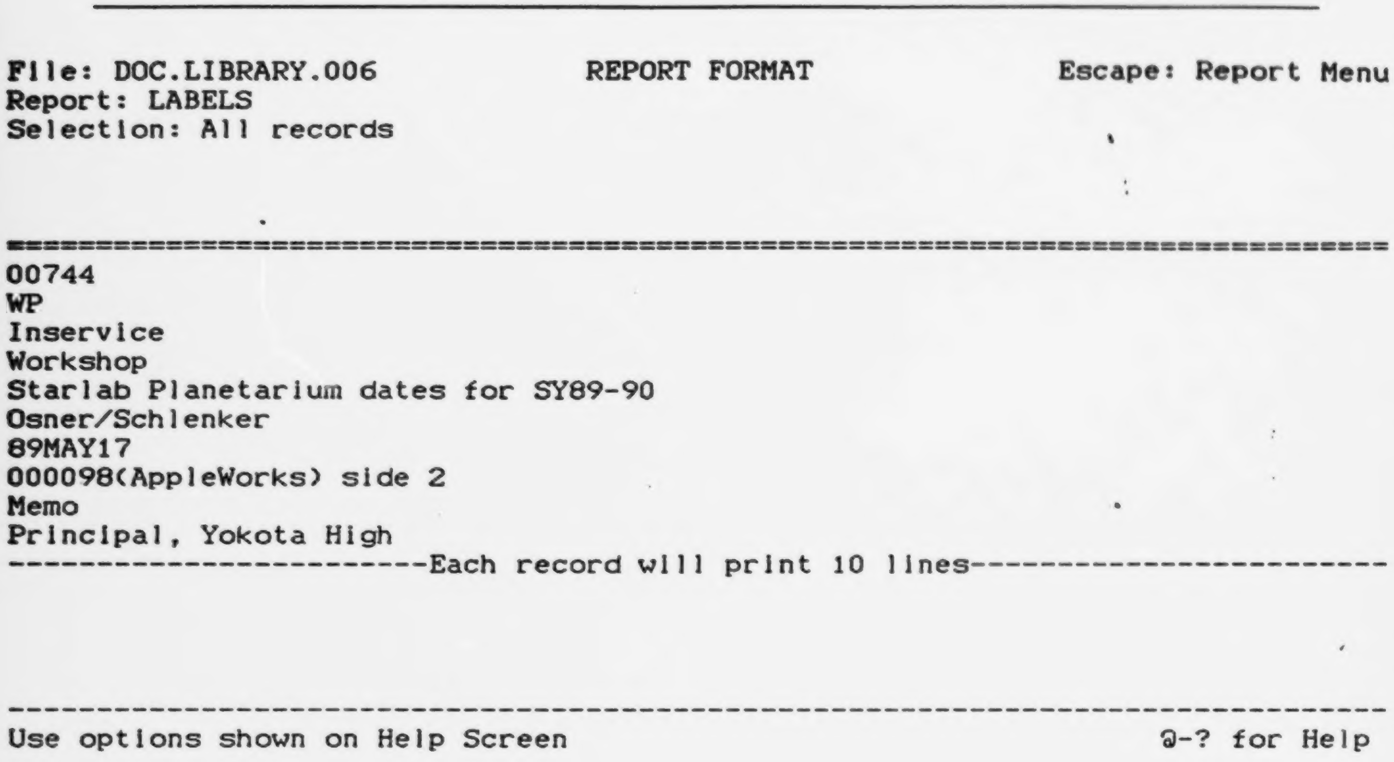
vi. Press the OPEN-APPLE and the "A" keys at the same time. The screen changes to appear similar to the monitor screen shown in Figure 8. Note at the top of the screen that the user is told the category will be arranged on the "Author" category.



```
File: DOC.LIBRARY.006             ARRANGE (SORT)             Escape: Report Format
Report: LABELS
Selection: All records

==================================================================================

                     This file will be arranged on
                     this category: AUTHOR:

                     Arrangement order:

                           1.  From A to Z
                           2.  From Z to A
                           3.  From 0 to 9
                           4.  From 9 to 0



----------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        483K Avail.
```

Figure 8. The Screen Showing The Arrange Function.

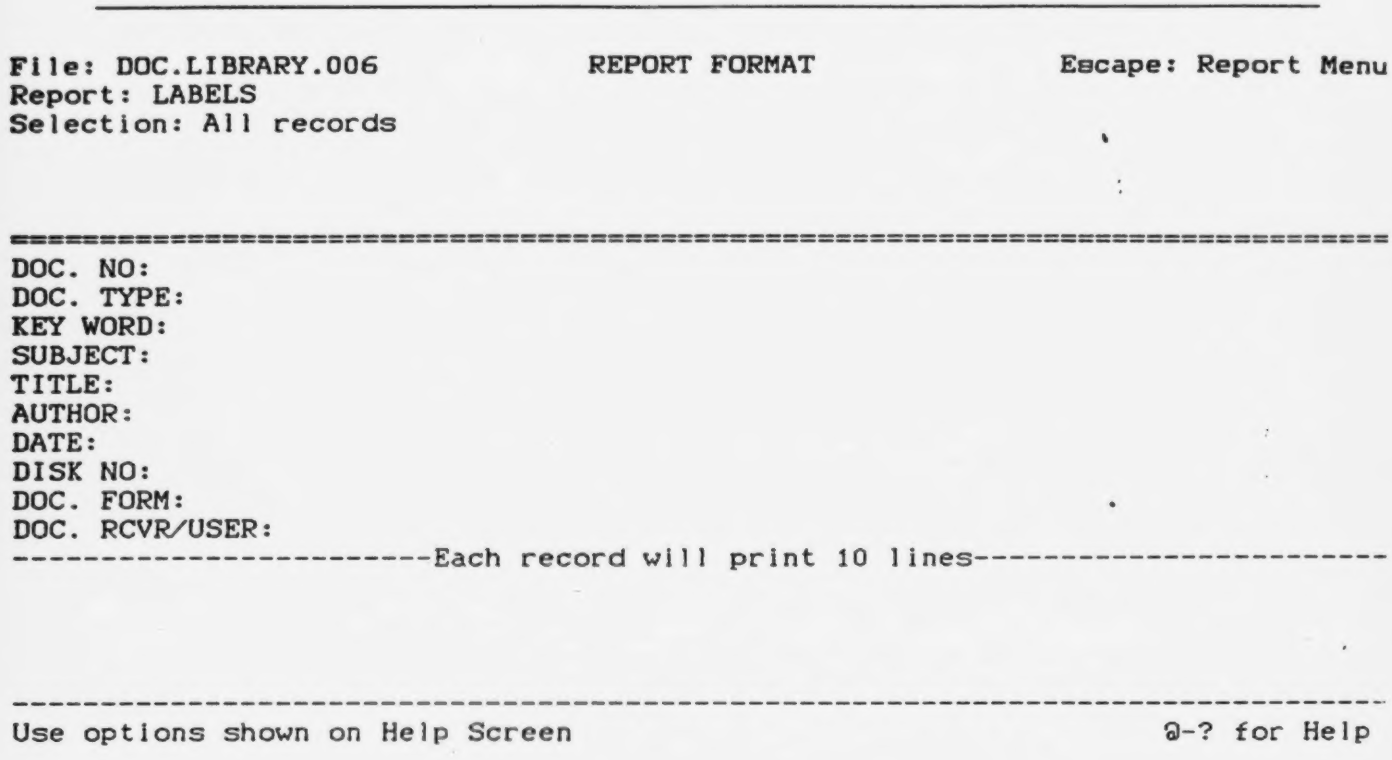
vii. Make sure the "A to Z" option is highlighted and then press the RETURN key once. Note the way the screen now appears. It shows the first record of the file that will be printed (see Figure 9).



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

================================================================================
00744
WP
Inservice
Workshop
Starlab Planetarium dates for SY89-90
Osner/Schlenker
89MAY17
000098(AppleWorks) side 2
Memo
Principal, Yokota High
------------------------Each record will print 10 lines------------------------


--------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 9. The Screen After Exercising The Arrange "A to Z' Option.

viii. Press the OPEN-APPLE and the "Z" keys at the same time to return to the labels format (see Figure 10).



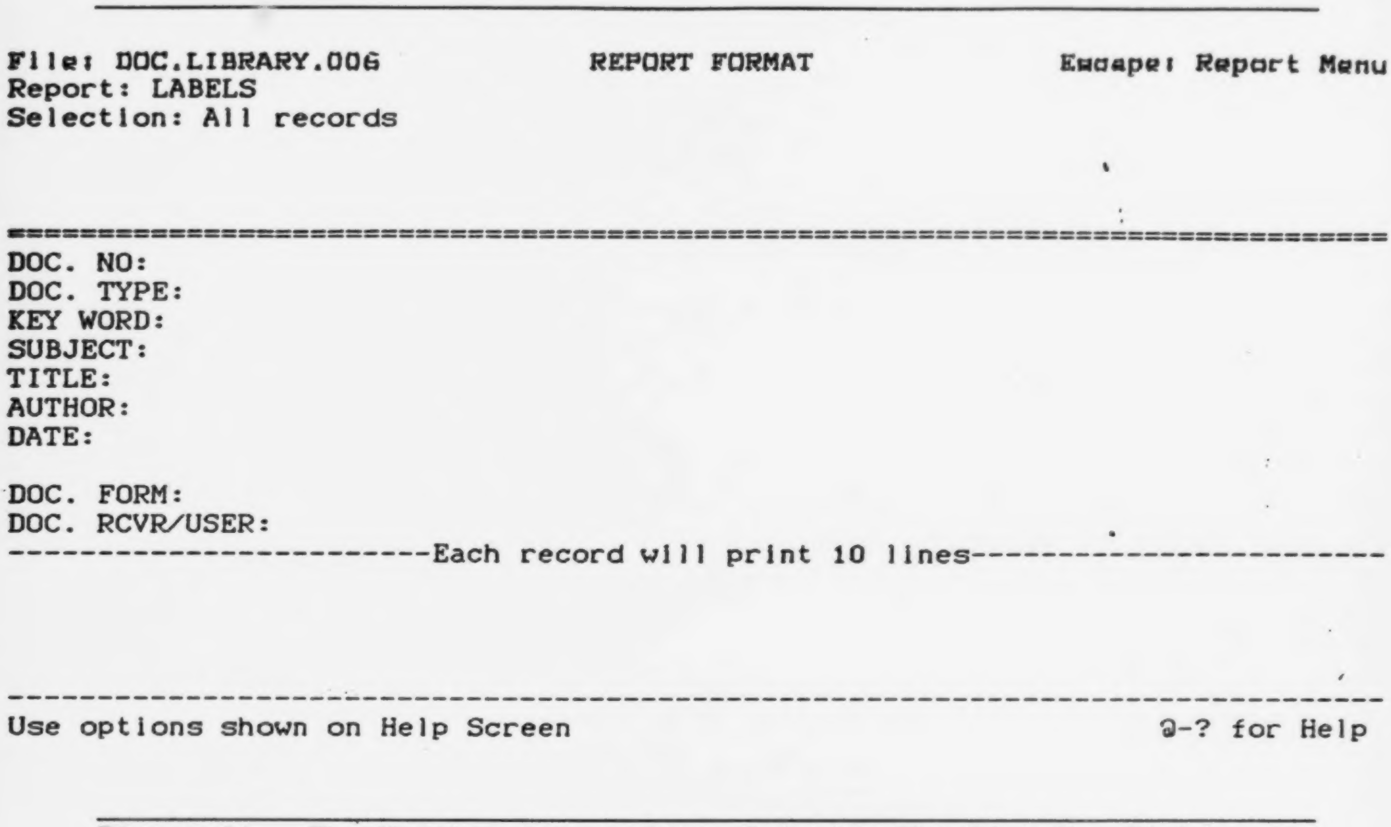
```
File: DOC.LIBRARY.006          REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records


===========================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------


----------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 10. Screen After Return To The Labels Format.

(b) Delete.

i. Press the DOWN-ARROW several times until the cursor is under the first letter in the DISK NO. category.

ii. Press the OPEN-APPLE and the "D" key at the same time. This action deletes the DISK NO. and leaves a blank space where the category was (see Figure 11). When the file is printed, a blank space appears where the field was removed. The category, however, has not been lost from the computer memory and can be reinserted if a mistake has been made. If you want to see the way a file record will look when it is printed, press the OPEN-APPLE and the "Z" keys at the same time.

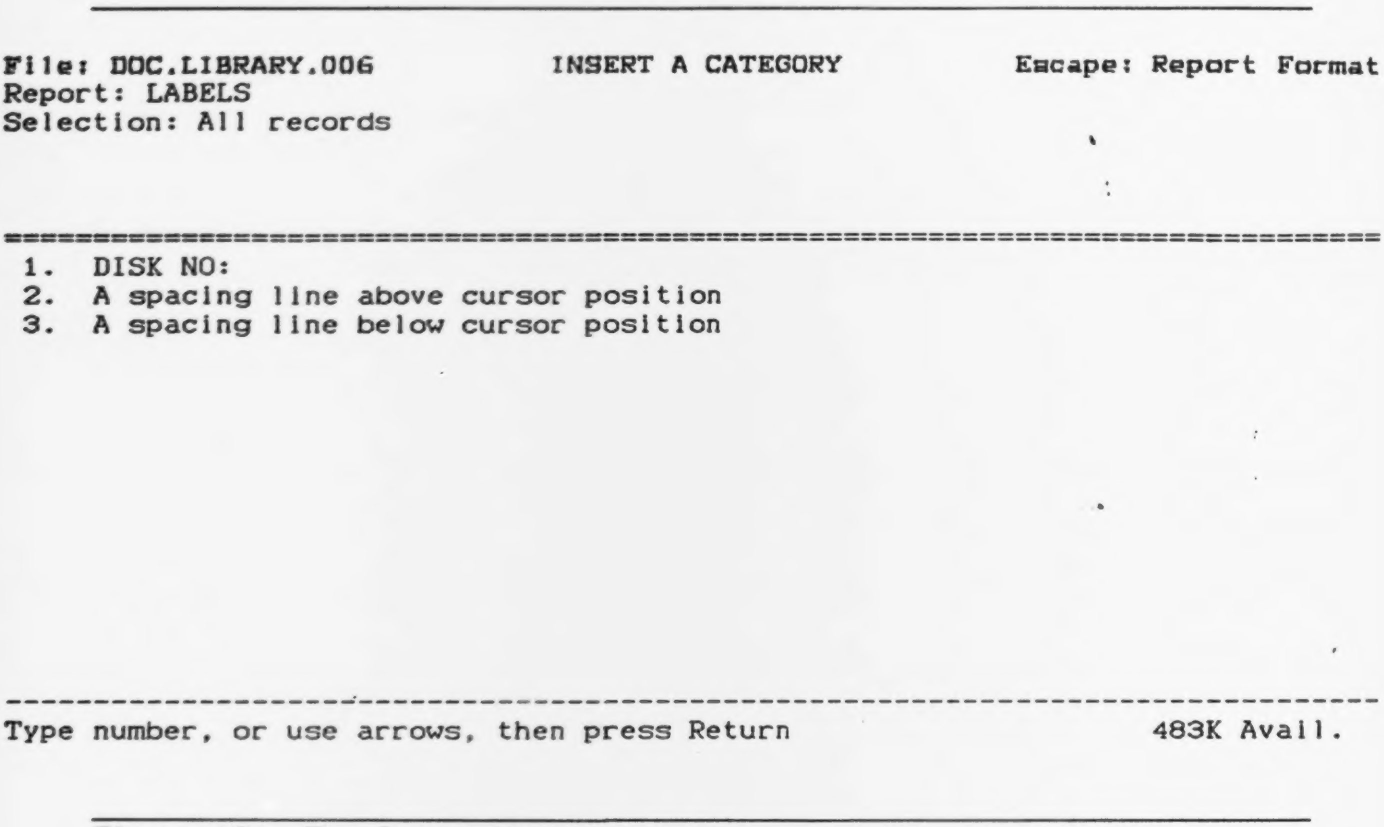


```
File: DOC.LIBRARY.006             REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: All records


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:

DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines------------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 11. The Monitor Screen After Deleting The Disk No. Field.

(c) Insert.

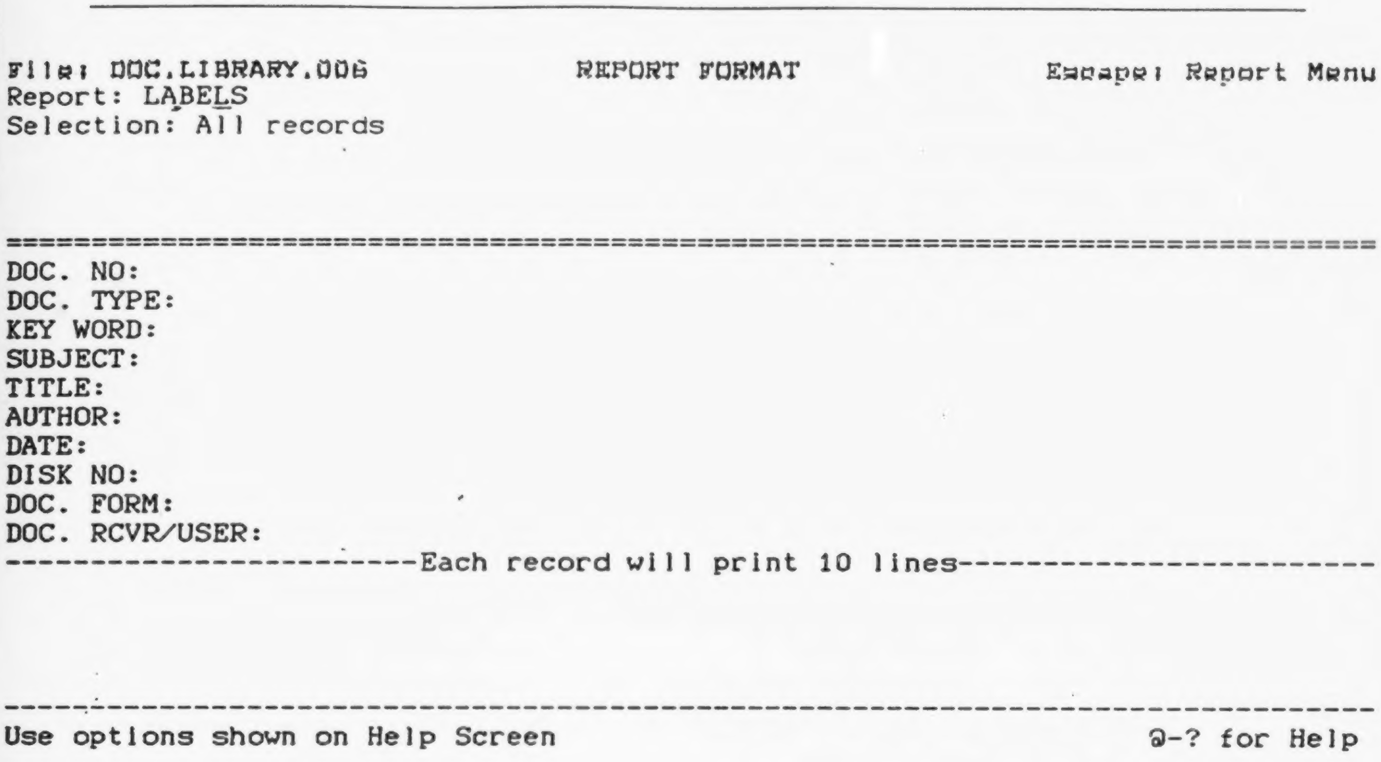
1. Press the OPEN-APPLE and the "I" keys at the same time. The "Insert" menu appears on the screen (see Figure 12).



```
File: DOC.LIBRARY.006          INSERT A CATEGORY          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
 1.  DISK NO:
 2.  A spacing line above cursor position
 3.  A spacing line below cursor position








--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 12. The Insert Menu.

iii. Make sure the words, DISK NO. are highlighted and press the return key once. Following this action, the monitor screen will look like the picture shown in Figure 13. This means all categories will be printed when the file is finally printed.



```
File: DOC.LIBRARY.006            REPORT FORMAT            Escape: Report Menu
Report: LABELS
Selection: All records



================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                    ə-? for Help
```

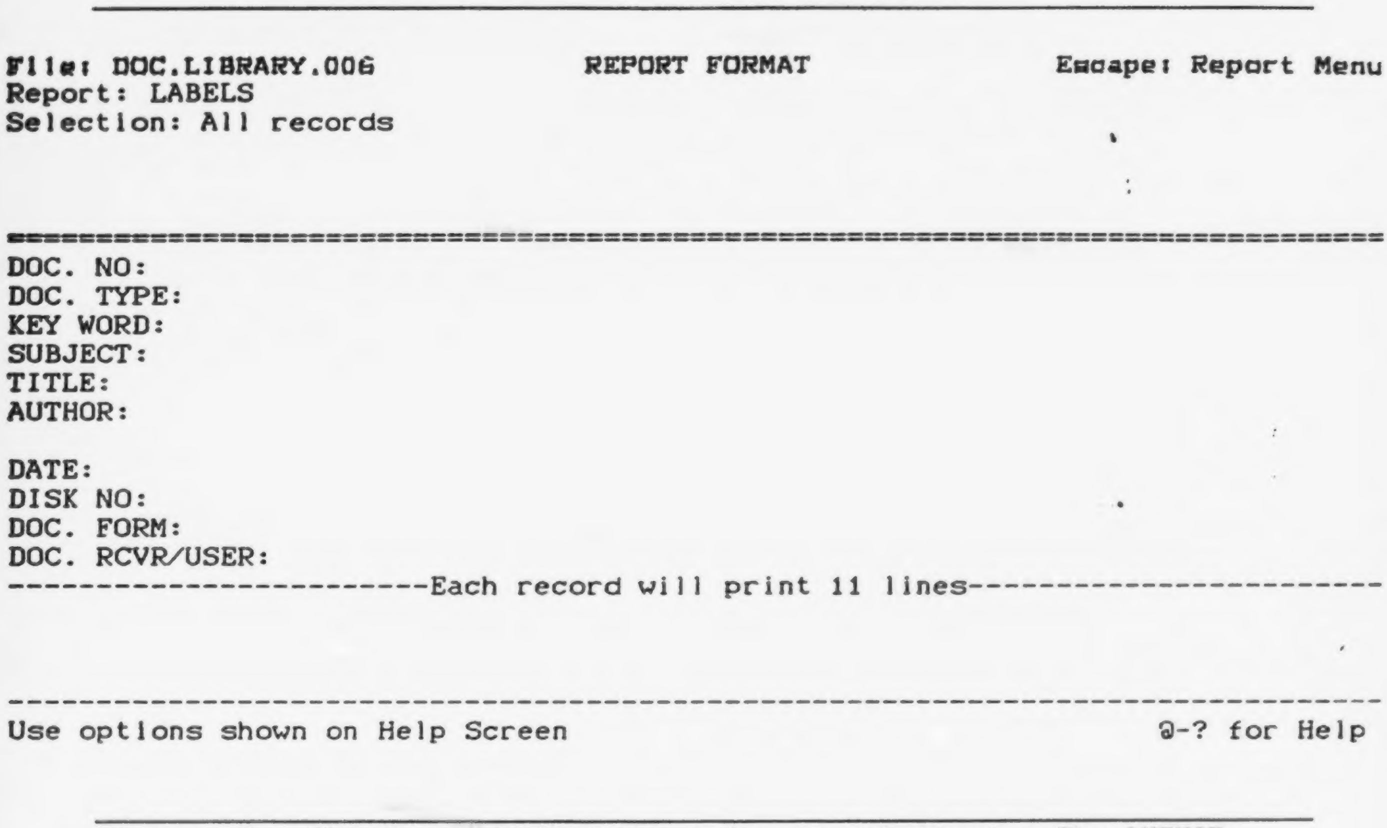
Figure 13. The Monitor After Reinserting The DISK NO. Category.

iv. Position the cursor under the AUTHOR category and press the OPEN-APPLE and the "I" at the same time (see Figure 14).

```
File: DOC.LIBRARY.006          INSERT A CATEGORY          Escape: Report Format
Report: LABELS
Selection: All records

===============================================================================
 1.  A spacing line above cursor position
 2.  A spacing line below cursor position







-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        483K Avail.
```

Figure 14. The Insert Menu.

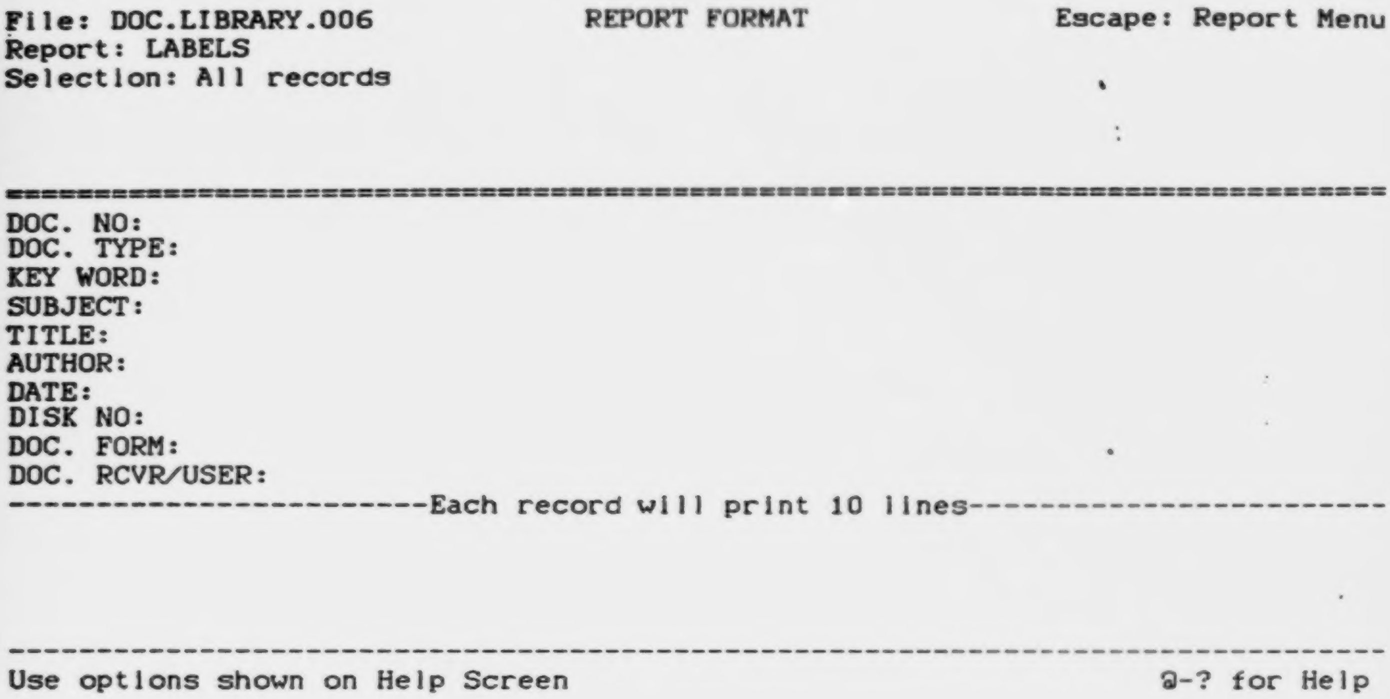
v. Compare Figure 14 with Figure 12. Now, highlight the, "insert a space below, option," press the RETURN key once and look at Figure 15. Notice that a space has been inserted below the AUTHOR category. When the file is printed, each record will have a space below the AUTHOR category.



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records



==========================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:

DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
----------------------Each record will print 11 lines----------------------


--------------------------------------------------------------------------
Use options shown on Help Screen                              @-? for Help
```

Figure 15. The Screen With A Space Inserted Following The AUTHOR Category.

vi. Move the cursor down one space with the DOWN-ARROW key. The press the OPEN-APPLE and the "D" keys at the same time. The space is deleted and the monitor screen appears like the picture shown in Figure 16.



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

==========================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------


-----------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 16. The Monitor After Removing The Previously Inserted Space.

(c) Print category name and entry.

1. Press the OPEN-APPLE and the "V" keys at the same time. The screen now appears similar to the example shown in Figure 17, with the category entry printed following the category name. This means that the when the file is finally printed, the category name will be printed before each entry in this category. You may see the way the actual print will appear by pressing the OPEN-APPLE and the "Z" at the same time.

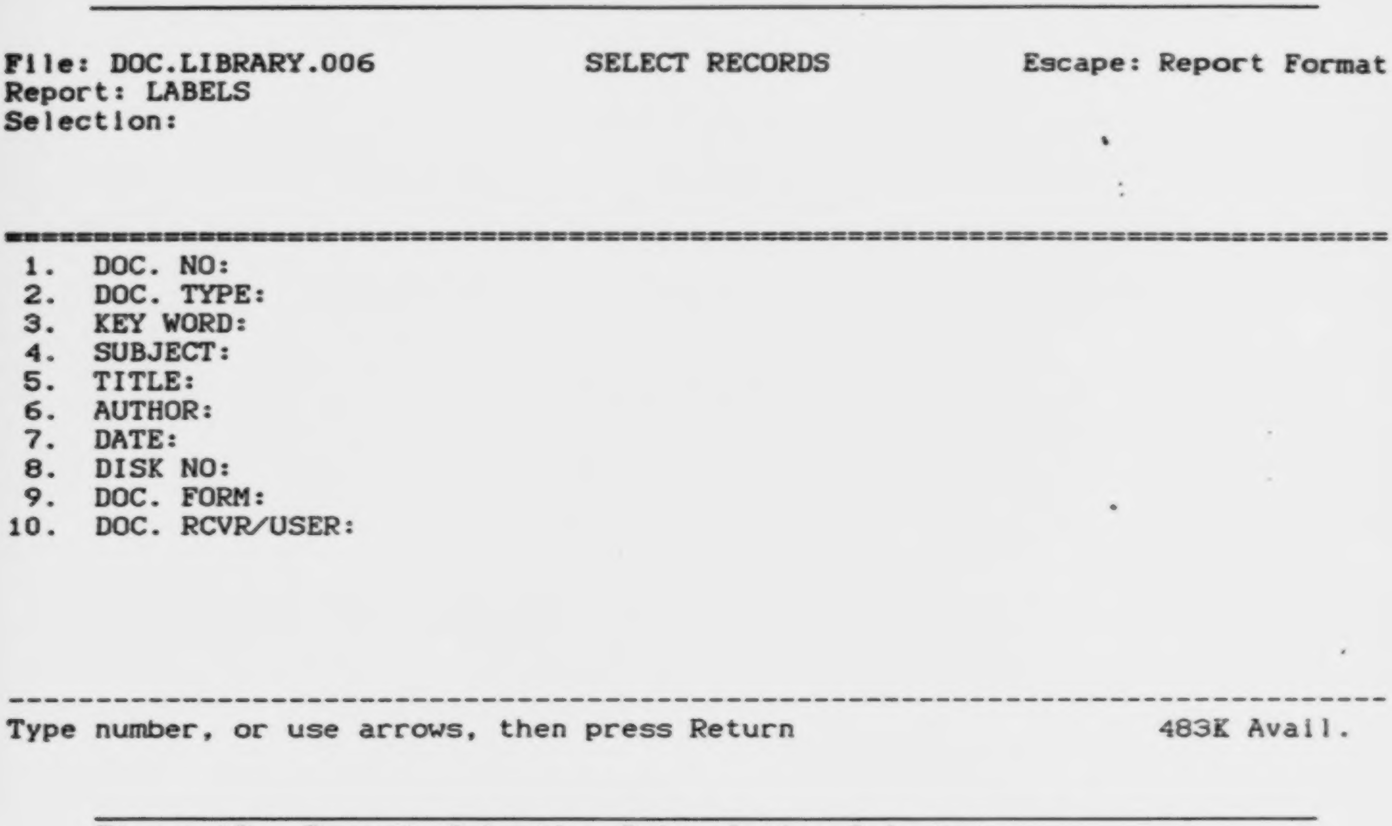
```
File: DOC.LIBRARY.006           REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records

===========================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY17
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines----------------------



----------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 17. The File After Inserting The First Category Name.

ii. To insert the category names so they will be printed before additional categories, repeat the OPEN-APPLE-V process with the cursor below the first letter of the category where you want the name printed.

(d) Record selection rules.

i. Press the OPEN-APPLE and the "R" keys at the same time. The screen appears similar to the one shown in Figure 18. This operation will select the rules by which the record will be selected for printing in the final report. If this option is not used, then, all of the records in the file will be printed in the final report.

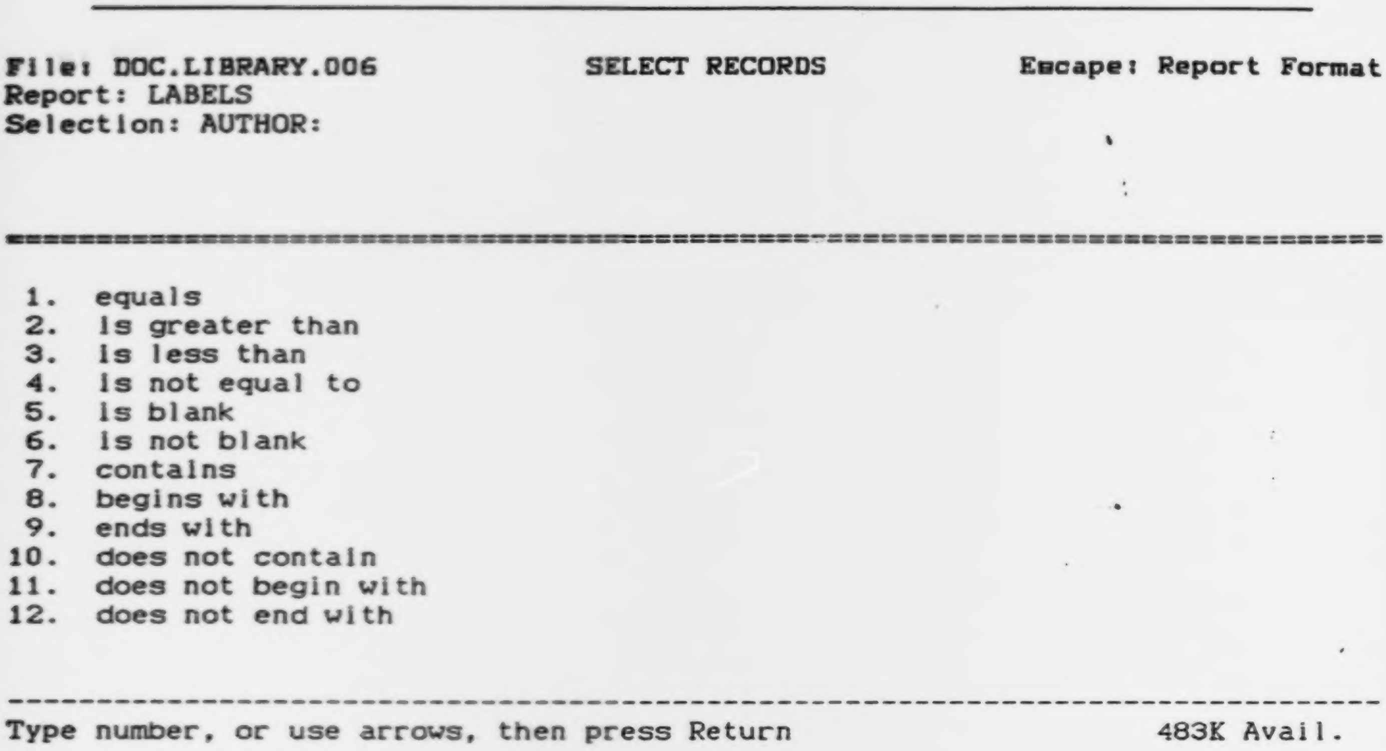


```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection:

================================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        483K Avail.
```

Figure 18. Records Selection Rules Option Selected.

ii. Use the DOWN-ARROW key to highlight the AUTHOR category.

iii. Press the RETURN key once. The screen appears similar to the on shown in Figure 19. Note that AUTHOR or whatever category you have chosen appears at the top of the screen.



```
File: DOC.LIBRARY.006            SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR:

==============================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      483K Avail.
```

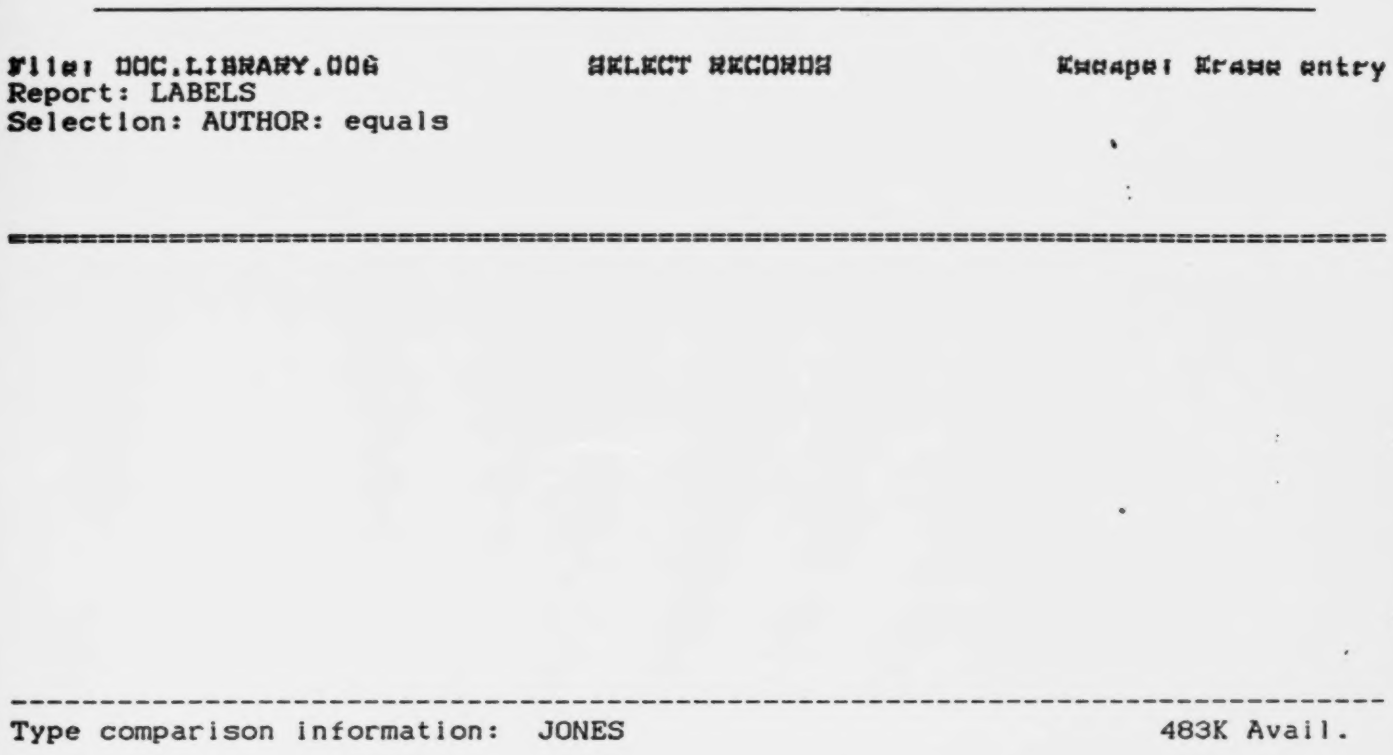
Figure 19. The Monitor Screen After Selecting A Selection Rule Category.

iv. Make sure that "equals" is highlighted and press the RETURN key once (any selection category could have been selected here by using the DOWN-ARROW key to highlight it and then pressing the RETURN key). The monitor screen changes to appear similar to that seen in Figure 20. Note that the word "equals" appears at the top of the screen.

```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals

================================================================================









--------------------------------------------------------------------------------
Type comparison information:                                        483K Avail.
```

Figure 20. The Screen With "equals" Selected.

v. Type the comparison information in the space provided at the bottom of the monitor screen. Figure 21 shows an example of that type of information typed.



```
File: DOC.LIBRARY.006        SELECT RECORDS         Escape: Erase entry
Report: LABELS
Selection: AUTHOR: equals

==============================================================================







------------------------------------------------------------------------------
Type comparison information:  JONES                            483K Avail.
```

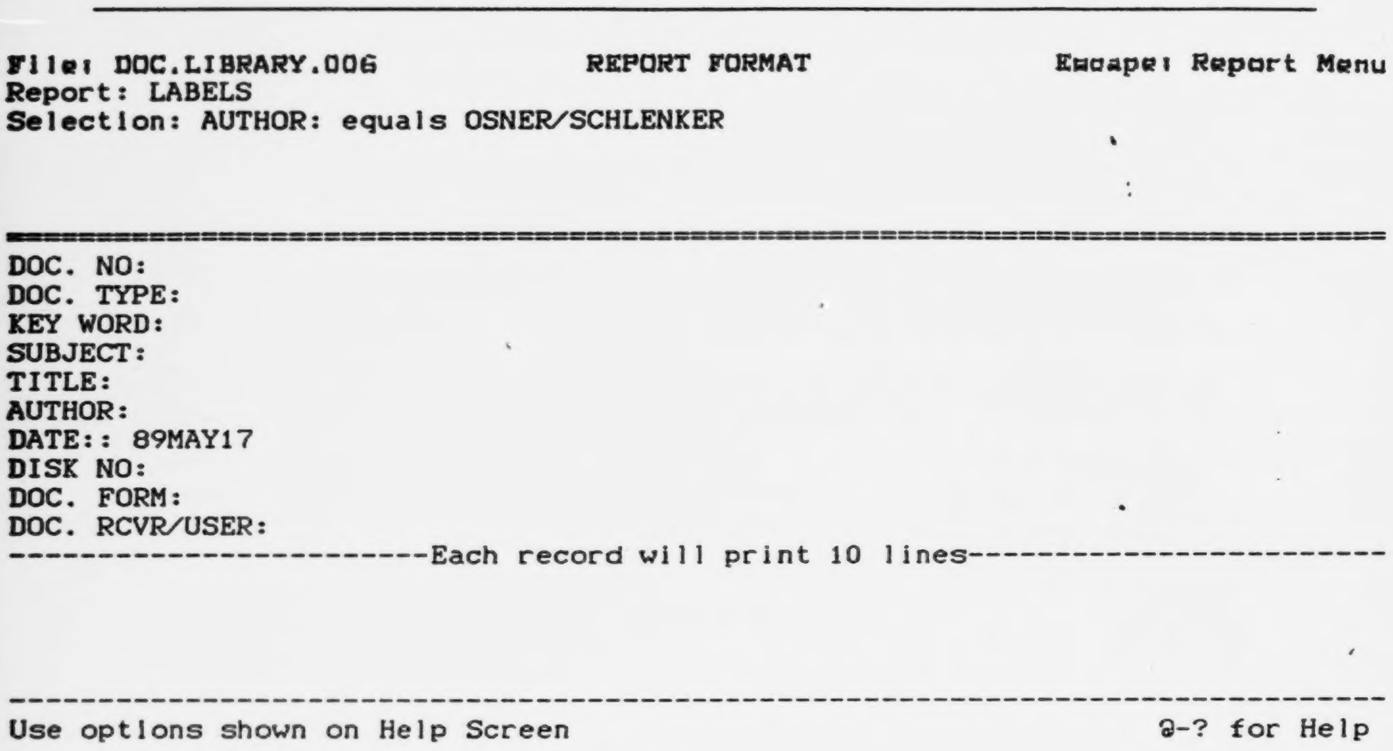
Figure 21. Monitor Screen With Comparison Information Typed.

vi. Press the RETURN key once (see Figure 22) to enter the comparison information. Notice that the complete selection rule now is printed at the top of the screen. This indicates that the computer will use this as a criterion for selection of the records within the file to be printed.

```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals JONES

================================================================================

 1.  and
 2.  or
 3.  through









--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        483K Avail.
```

Figure 22. The Monitor Screen After The Comparison Information Has Been Entered.

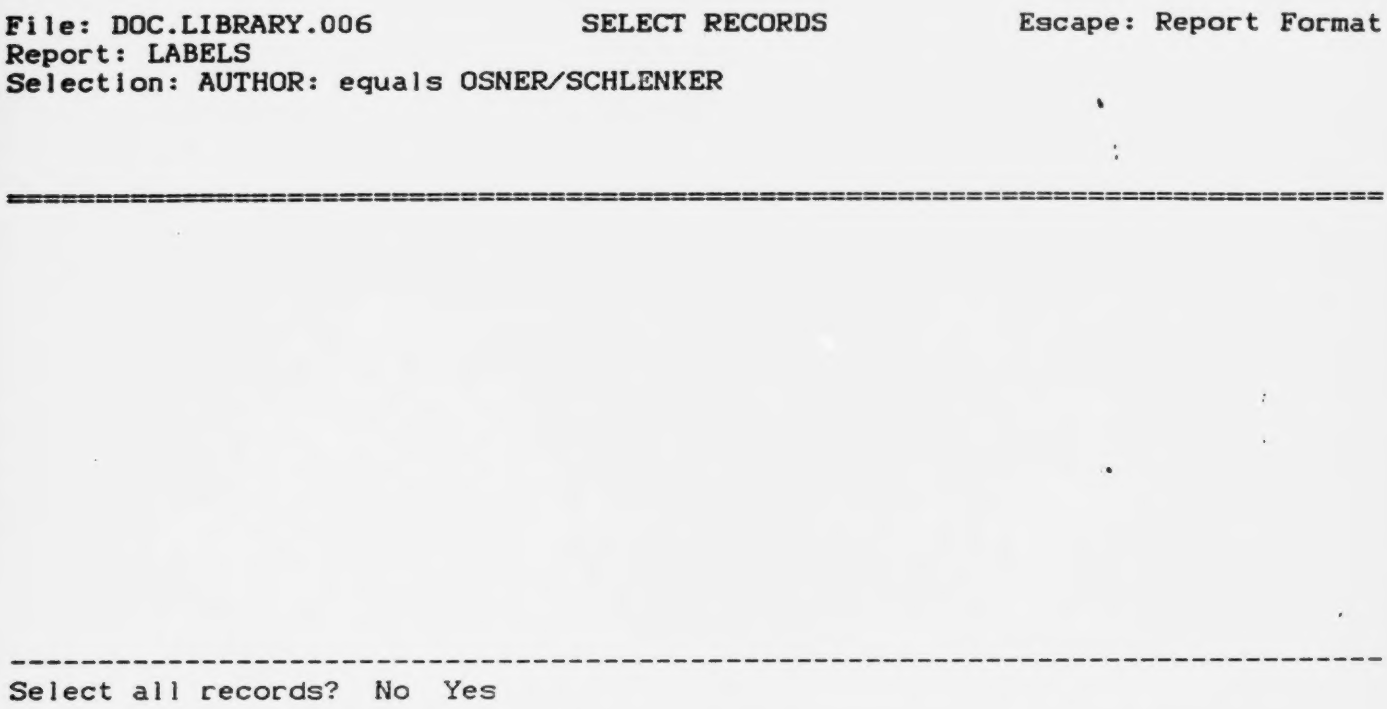
vii. At this point, we can add a second selection rule or exit the rule selection option. Press the ESC key once. The screen appears similar to the picture in Figure in Figure 23, and only one rule will be used in the final selection of records to be, printed.



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER


==========================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY17
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------
Use options shown on Help Screen                                @-? for Help
```

Figure 23. The Monitor Screen After Drafting One Selection Rule And Exiting The Selection Rule Process.

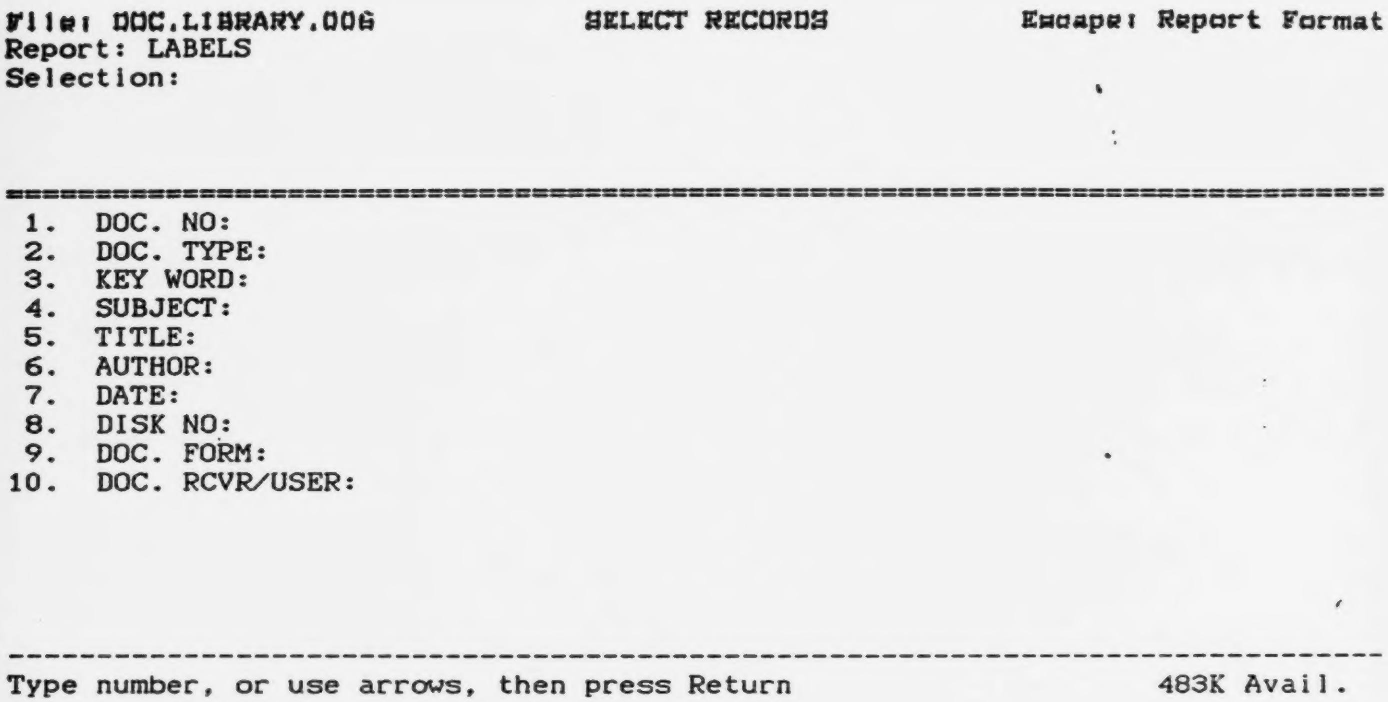
viii. To reenter the selection rule process, press the OPEN-APPLE and the "R" keys at the same time. The monitor screen will appear identical to the shown in Figure 24.



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER

================================================================================









--------------------------------------------------------------------------------
Select all records?  No  Yes
```

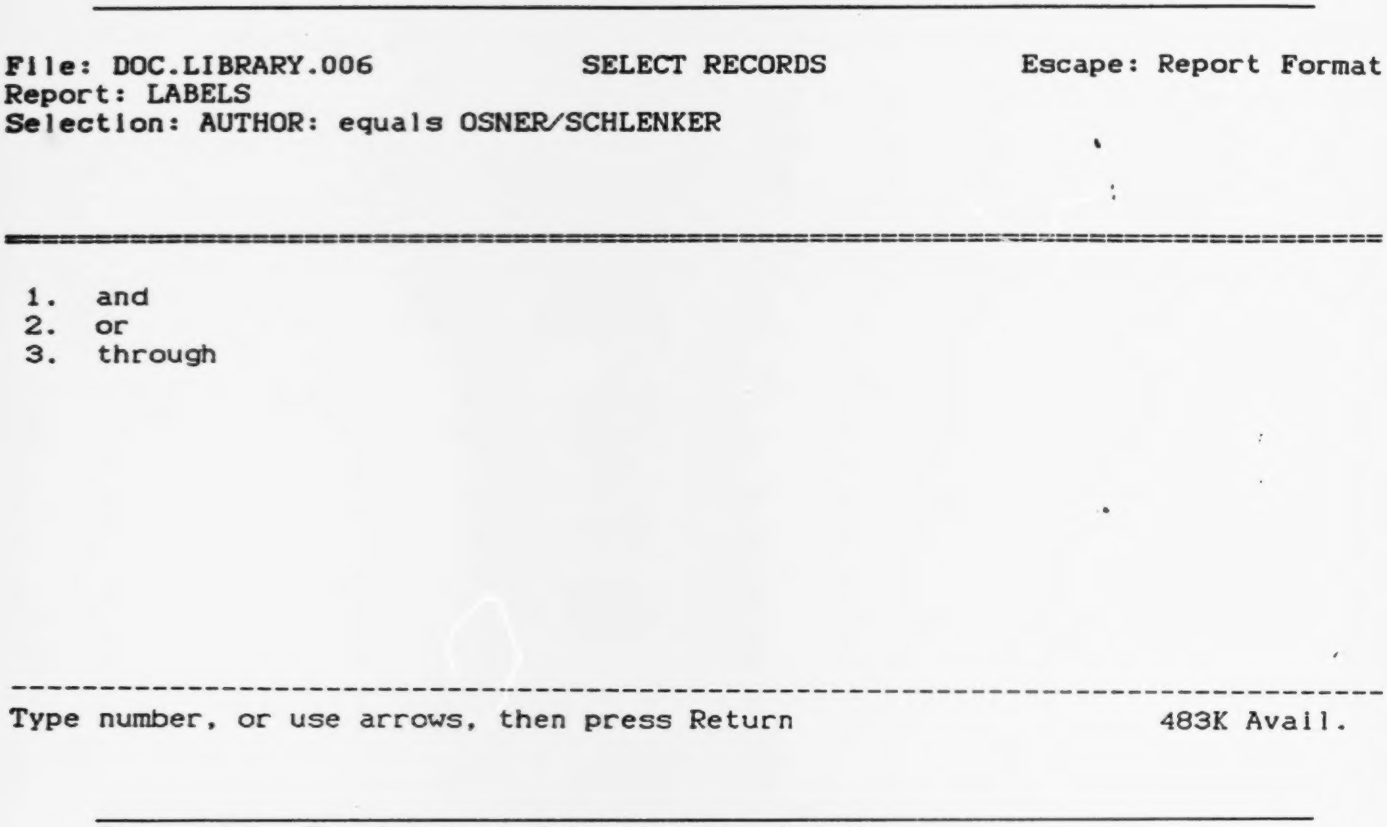
Figure 24. Reentering The Rule Selection Process.

ix. Select the NO option by pressing the RETURN key once. The screen changes to look like that seen in Figure 25. Note that the original selection rule that was printed at the top of the screen has disappeared. If you want to use this rule, you will have type it over again (it has been done and shown in Figure 26).



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection:

==============================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:



------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      483K Avail.
```

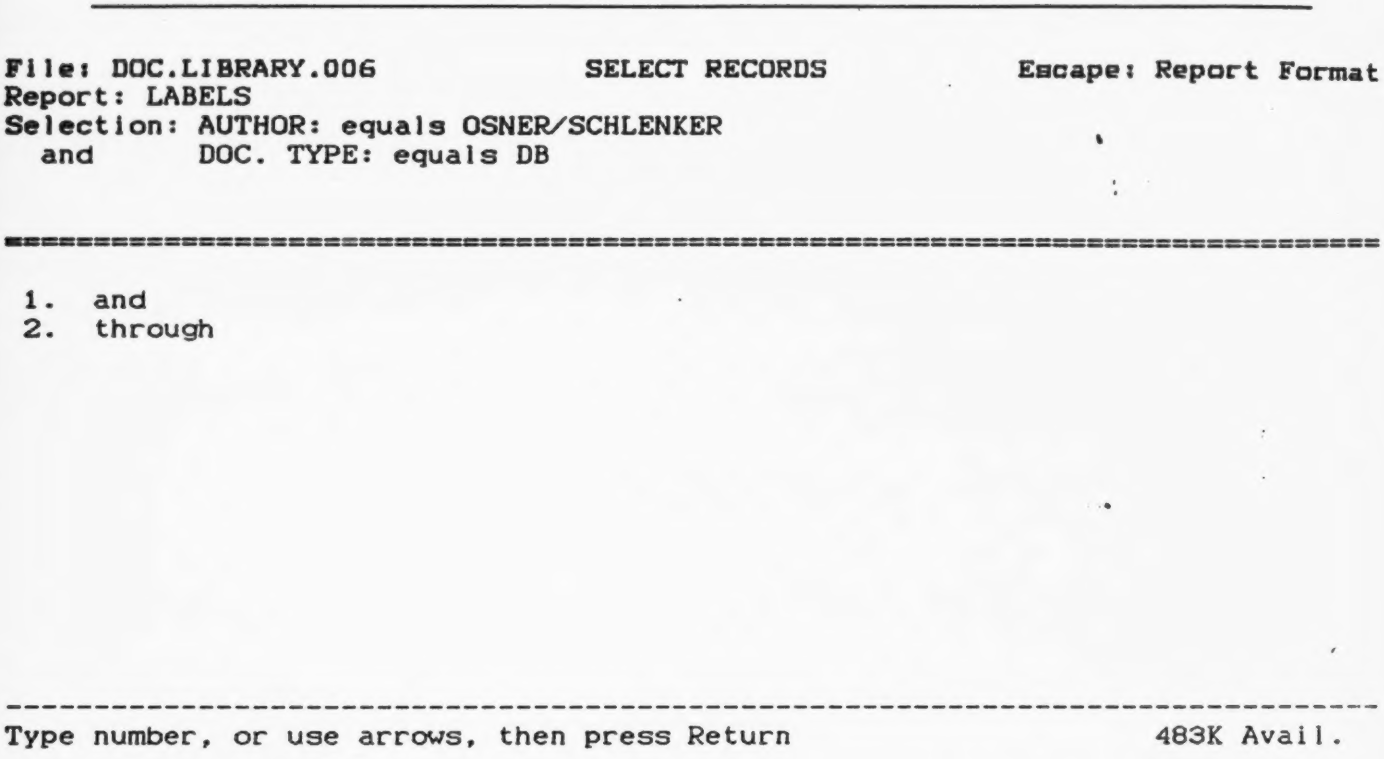
Figure 25. The Rule Selection Process Reentered.



```
File: DOC.LIBRARY.006             SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER

===============================================================================

 1.  and
 2.  or
 3.  through









-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        483K Avail.
```

Figure 26. The Original Selection Reentered.

x. Enter a second selection rule. The process is the same as it was to enter the first one. Figure 27 is an example of the screen after the second selection rule has been entered. Again, you exit the rule selection process at this point by pressing the ESC key once. In that case two rules will be used to select records for inclusion when the report is printed.



```
File: DOC.LIBRARY.006              SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER
  and      DOC. TYPE: equals DB

================================================================================

 1.  and
 2.  through









--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        483K Avail.
```

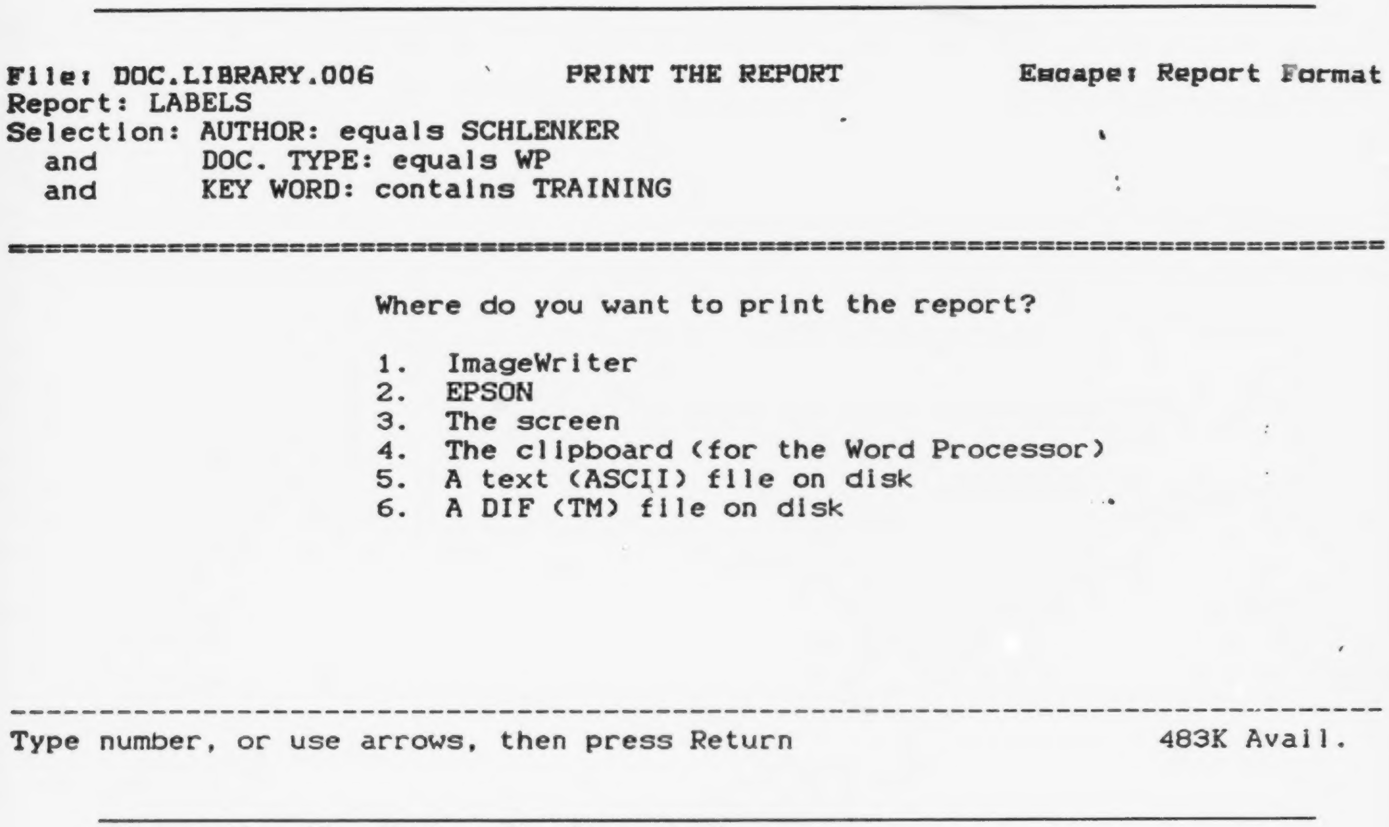
Figure 27. Two Selection Rules Entered.

xi. To use three selection rules, you simple follow the process through three times. Figure 28 shows the monitor screen after providing the computer with three rules.

```
File: DOC.LIBRARY.006           REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING

===============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



-------------------------------------------------------------------------------
Use options shown on Help Screen                                  @-? for Help
```

Figure 28. The Monitor Screen Showing Three Record Selection Rules Entered.

(2) Selecting printer options. Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now shows the "PRINT THE REPORT" menu (see Figure 29).



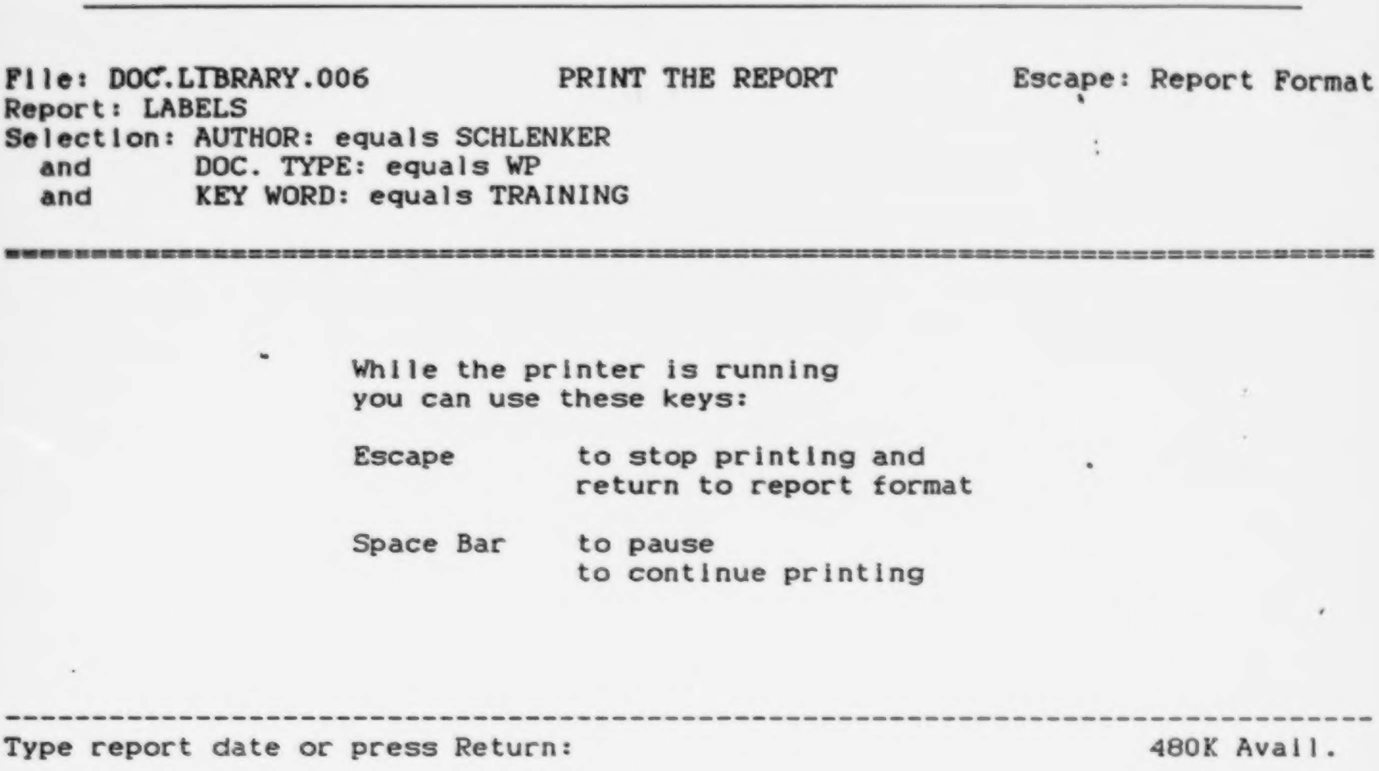
```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
===============================================================================

                         Where do you want to print the report?

                         1.  ImageWriter
                         2.  EPSON
                         3.  The screen
                         4.  The clipboard (for the Word Processor)
                         5.  A text (ASCII) file on disk
                         6.  A DIF (TM) file on disk



-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 29. The "Print The Report" Menu.

(a) "The Screen" option.

   i. Press the DOWN-ARROW key to highlight "The Screen" option.

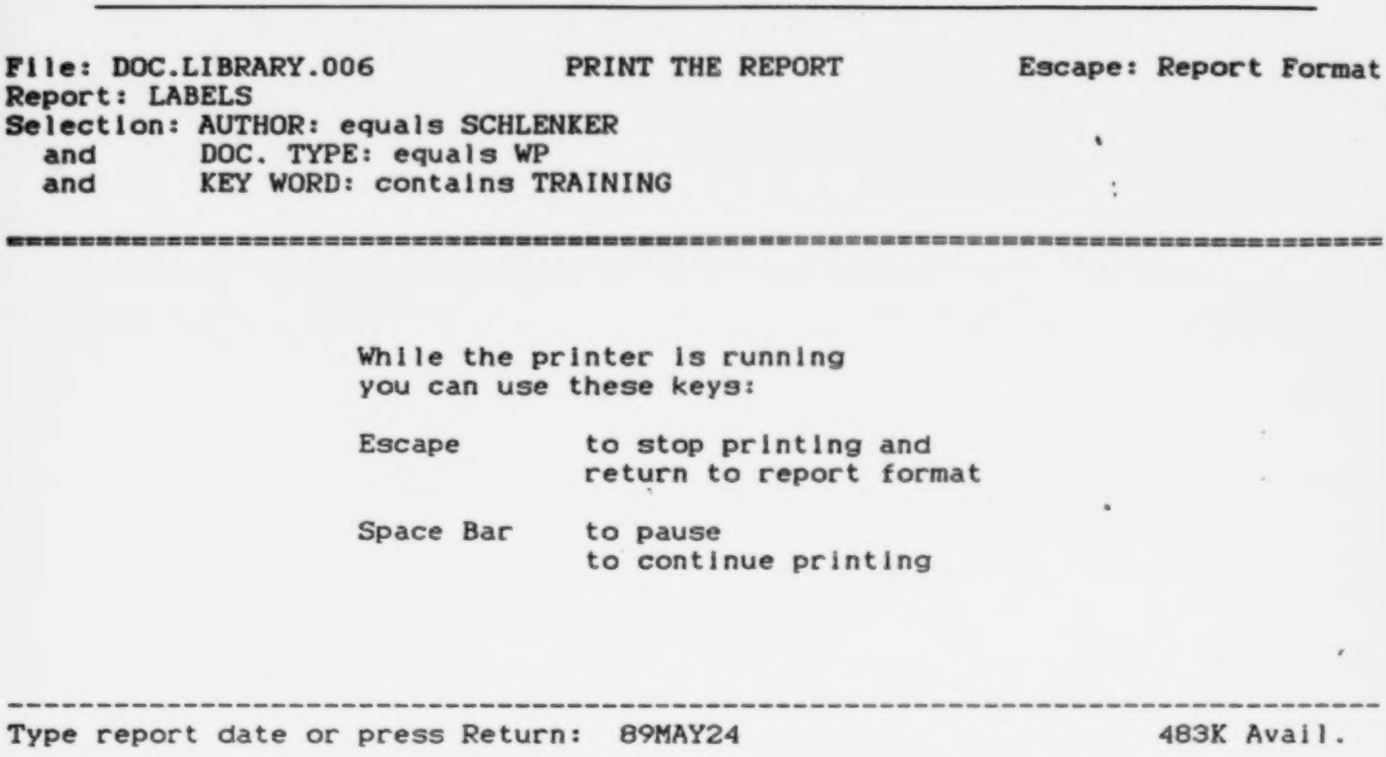
   ii. Press the RETURN key once. The monitor screen now looks as does the example in Figure 30.



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: equals TRAINING
================================================================================


                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing


--------------------------------------------------------------------------------
Type report date or press Return:                                   480K Avail.
```

Figure 30. The Monitor Screen Showing The First Step In "The Screen" Option.

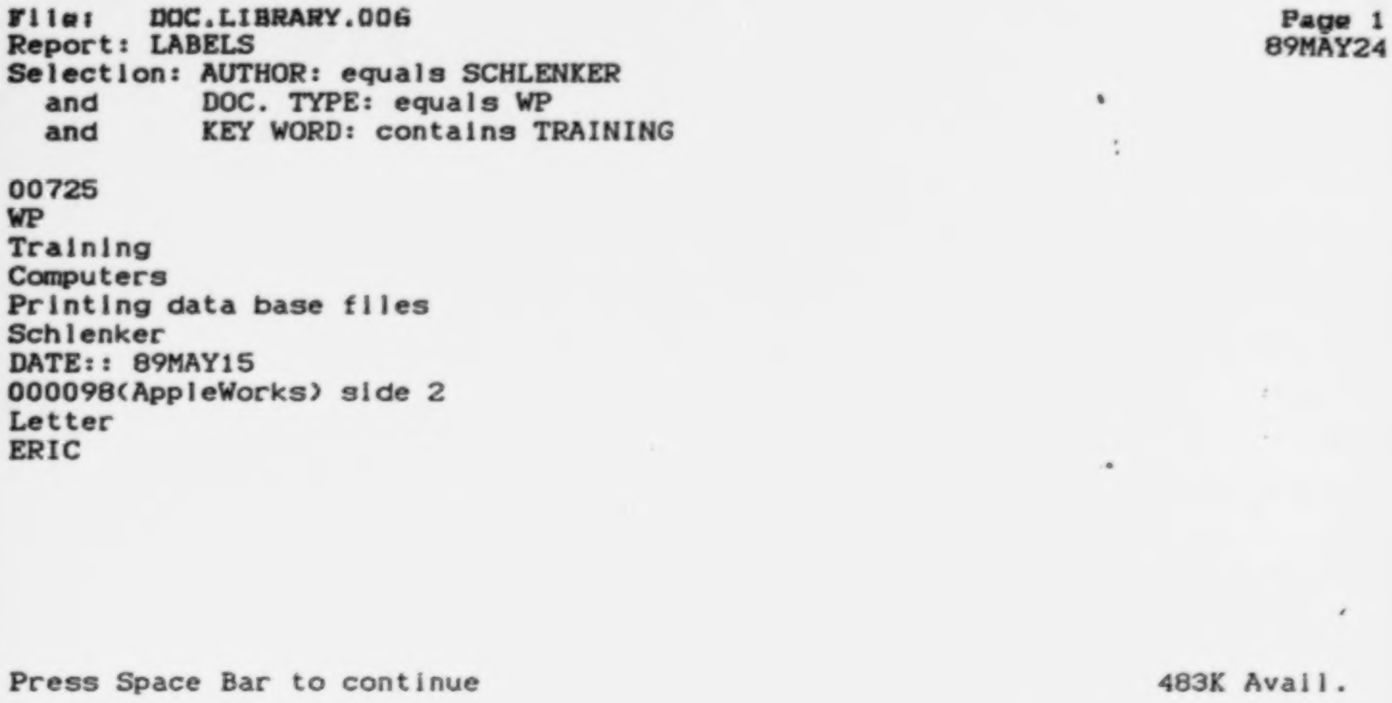
iii. Type the report date (see Figure 31).



```
File: DOC.LIBRARY.006           PRINT THE REPORT           Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
================================================================================


                     While the printer is running
                     you can use these keys:

                     Escape        to stop printing and
                                   return to report format

                     Space Bar     to pause
                                   to continue printing


--------------------------------------------------------------------------------
Type report date or press Return:  89MAY24                          483K Avail.
```

Figure 31. Report Date Typed.

iv. Press the RETURN key once. The screen now shows the report on the screen exactly as the printer will print it. This option allows you to look at your report without having to print it, thereby saving paper (see Figure 32).



```
File:   DOC.LIBRARY.006                                              Page 1
Report: LABELS                                                      89MAY24
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING

00725
WP
Training
Computers
Printing data base files
Schlenker
DATE:: 89MAY15
000098(AppleWorks) side 2
Letter
ERIC





Press Space Bar to continue                                     483K Avail.
```

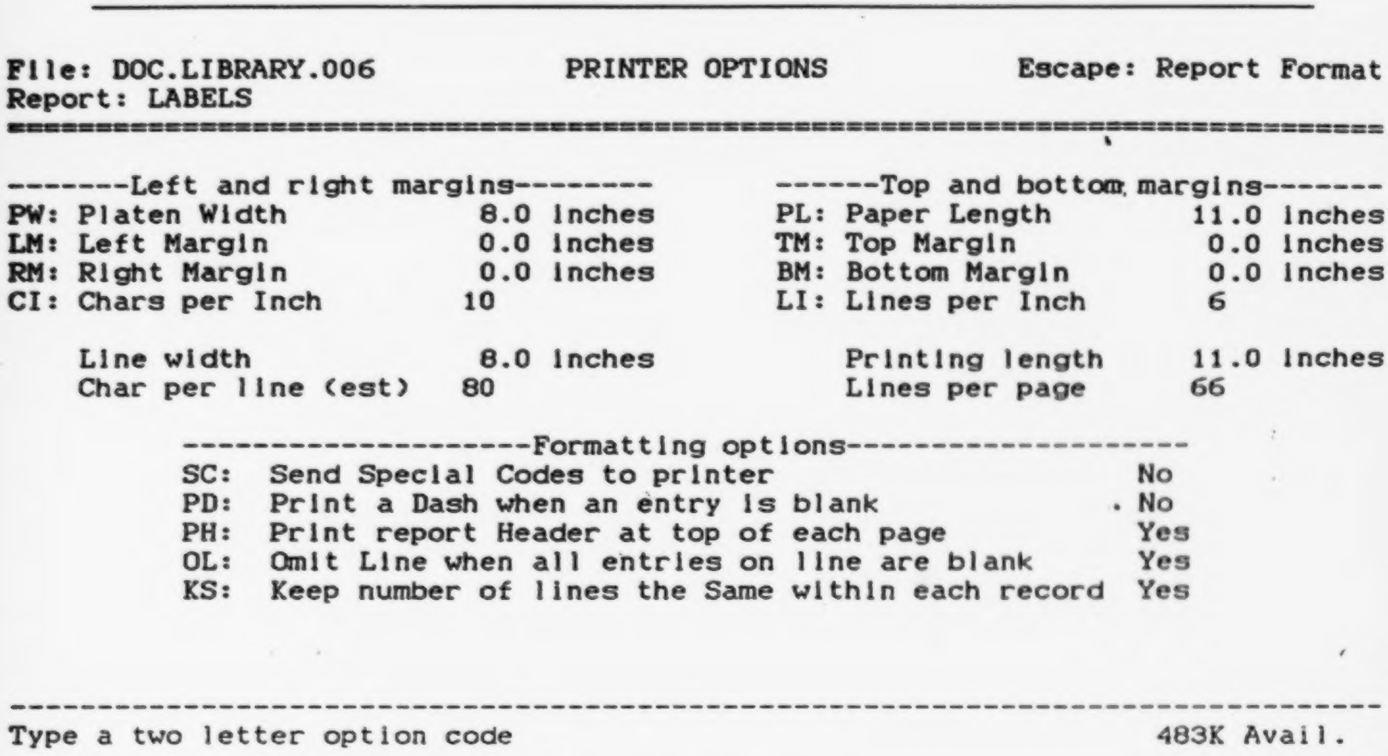
Figure 32. Example Of A Report Printed To The Screen.

v. Suppose you want to make a change in what you see! Let's say you want eliminate the report header. Press the SPACE-BAR once. The program takes you back to the position in which you were prior to exercising the OPEN-APPLE-P option (see Figure 33.

```
File: DOC.LIBRARY.006            REPORT FORMAT            Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 33. The Monitor Screen After Exiting The Print To The Screen Option.

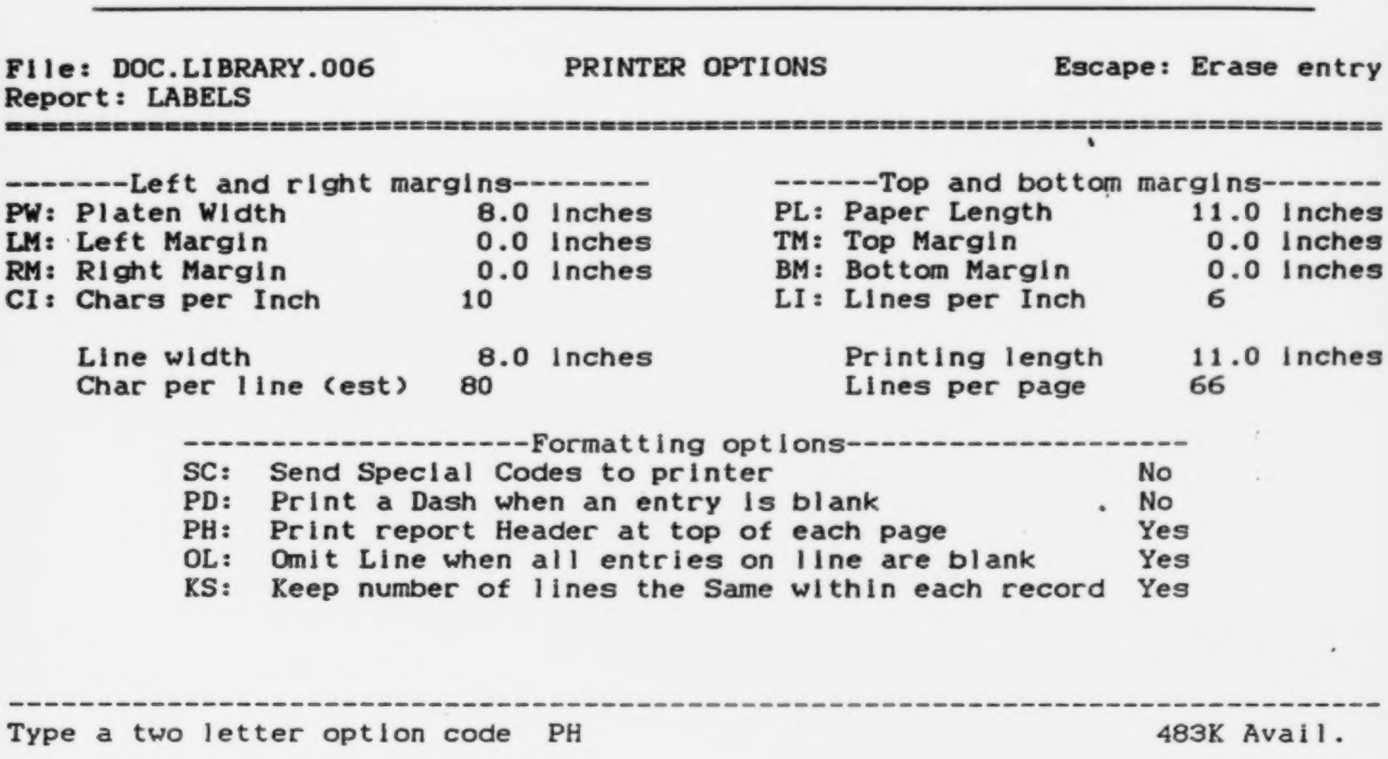
vi. Press the OPEN-APPLE and the "O" (Print Options) keys at the same time. The program now shifts to print options as shown in Figure 34.



```
File: DOC.LIBRARY.006            PRINTER OPTIONS          Escape: Report Format
Report: LABELS
===============================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width            8.0 inches    PL: Paper Length        11.0 inches
LM: Left Margin             0.0 inches    TM: Top Margin           0.0 inches
RM: Right Margin            0.0 inches    BM: Bottom Margin        0.0 inches
CI: Chars per Inch         10             LI: Lines per Inch       6

    Line width              8.0 inches        Printing length     11.0 inches
    Char per line (est)    80                 Lines per page      66

               -------------------Formatting options-------------------
               SC:  Send Special Codes to printer                     No
               PD:  Print a Dash when an entry is blank             . No
               PH:  Print report Header at top of each page           Yes
               OL:  Omit Line when all entries on line are blank      Yes
               KS:  Keep number of lines the Same within each record  Yes


-------------------------------------------------------------------------------
Type a two letter option code                                     483K Avail.
```

Figure 34. Print Options Menu.

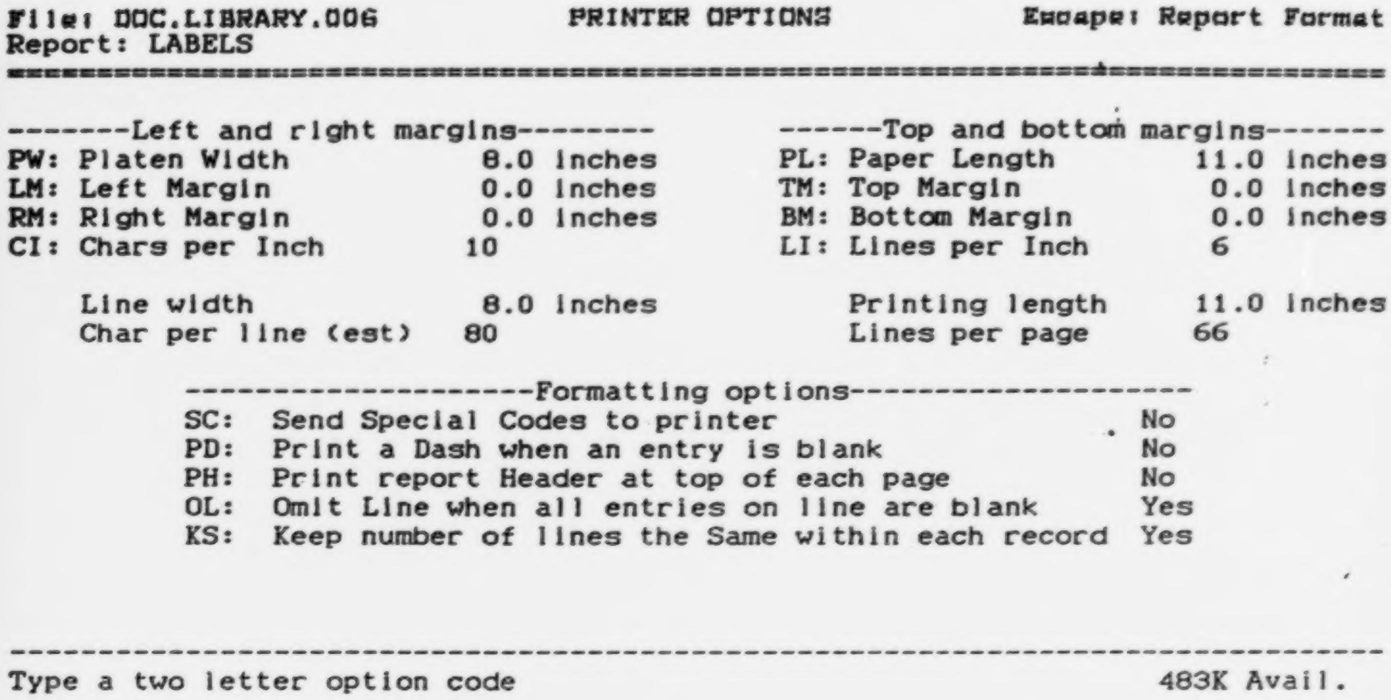
vii. Type PH (see Figure 35).



```
File: DOC.LIBRARY.006           PRINTER OPTIONS           Escape: Erase entry
Report: LABELS
==============================================================================

-------Left and right margins--------    ------Top and bottom margins-------
PW: Platen Width            8.0 inches    PL: Paper Length         11.0 inches
LM: Left Margin             0.0 inches    TM: Top Margin            0.0 inches
RM: Right Margin            0.0 inches    BM: Bottom Margin         0.0 inches
CI: Chars per Inch         10             LI: Lines per Inch        6

    Line width              8.0 inches        Printing length      11.0 inches
    Char per line (est)    80                 Lines per page       66

          -------------------Formatting options-------------------
          SC:  Send Special Codes to printer                   No
          PD:  Print a Dash when an entry is blank           . No
          PH:  Print report Header at top of each page         Yes
          OL:  Omit Line when all entries on line are blank    Yes
          KS:  Keep number of lines the Same within each record Yes

------------------------------------------------------------------------------
Type a two letter option code  PH                                 483K Avail.
```

Figure 35. PH Section of The Print Options Typed.

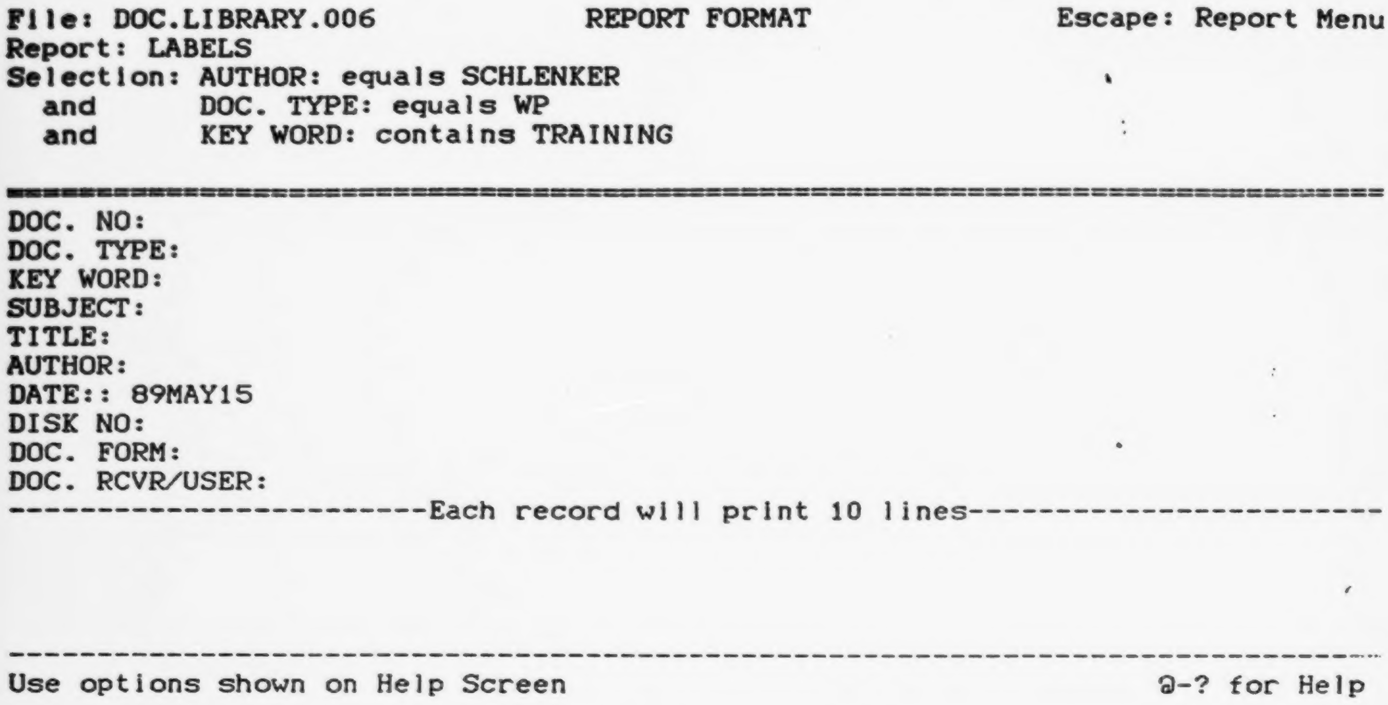
ix. Press the RETURN key once. Compare the screen now with the monitor screen shown in Figure 34. Notice that the wording changed from "Yes" to "No" following the "PH" category (see Figure 36).



```
File: DOC.LIBRARY.006            PRINTER OPTIONS           Escape: Report Format
Report: LABELS
================================================================================

-------Left and right margins--------         ------Top and bottom margins-------
PW: Platen Width             8.0 inches      PL: Paper Length         11.0 inches
LM: Left Margin              0.0 inches      TM: Top Margin            0.0 inches
RM: Right Margin             0.0 inches      BM: Bottom Margin         0.0 inches
CI: Chars per Inch          10               LI: Lines per Inch        6

    Line width               8.0 inches          Printing length      11.0 inches
    Char per line (est)     80                   Lines per page       66

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                       No
          PD:  Print a Dash when an entry is blank                 No
          PH:  Print report Header at top of each page             No
          OL:  Omit Line when all entries on line are blank        Yes
          KS:  Keep number of lines the Same within each record    Yes


--------------------------------------------------------------------------------
Type a two letter option code                                      483K Avail.
```

Figure 36. The Change In PH Category.

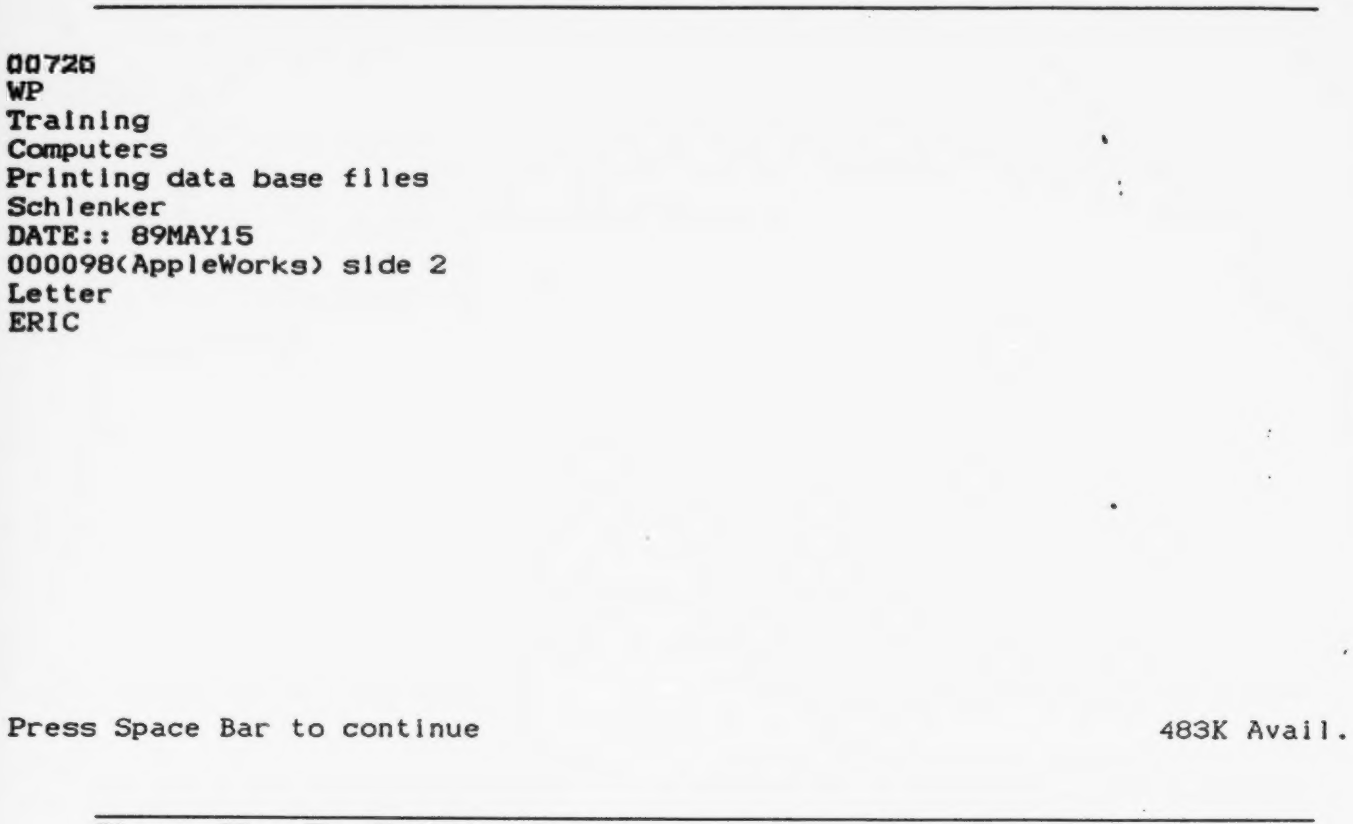
x. Press the ESC key once. The program returns you to the pre-print option location (Figure 37).



```
File: DOC.LIBRARY.006            REPORT FORMAT            Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING

===============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



-------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 37. Pre-Print Option Location.

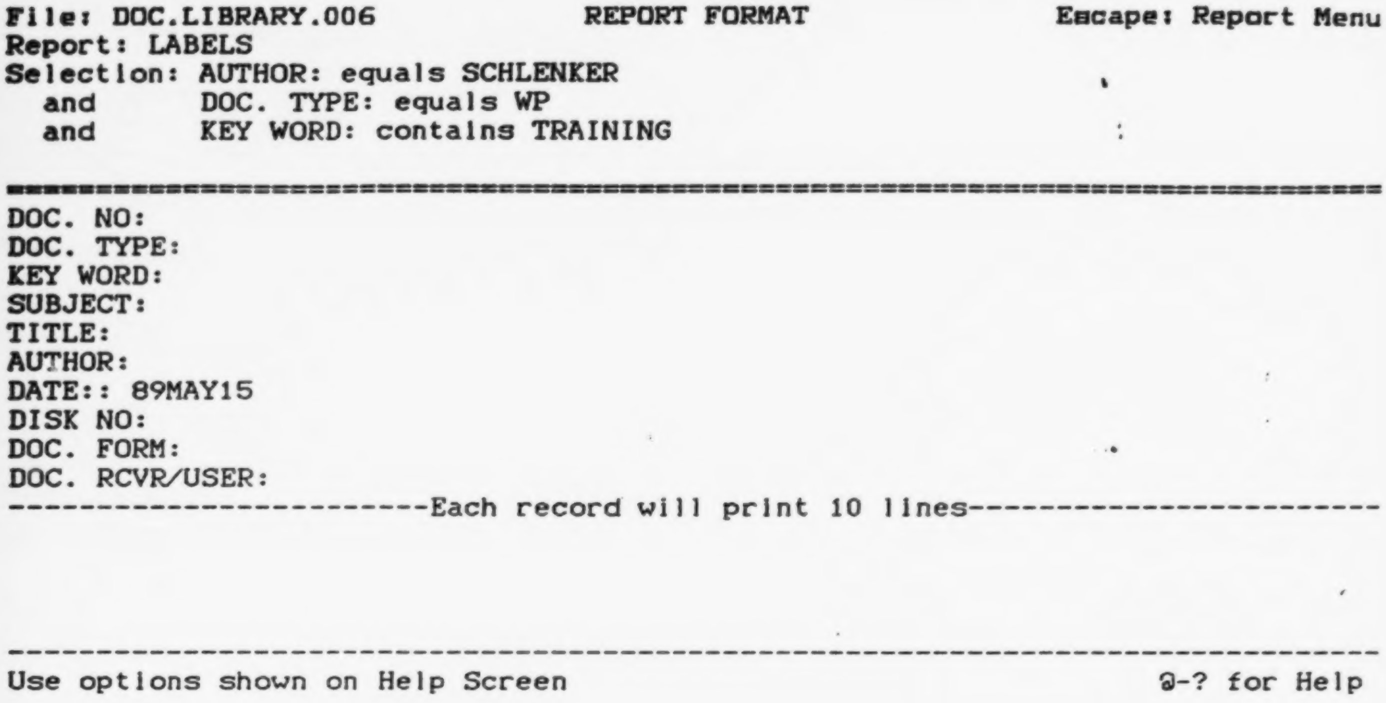
xi. Press the OPEN-APPLE and the "P" keys at the same time to reenter the PRINT THE REPORT option (see Figure 38).



```
00725
WP
Training
Computers
Printing data base files
Schlenker
DATE:: 89MAY15
000098(AppleWorks) side 2
Letter
ERIC









Press Space Bar to continue                                   483K Avail.
```

Figure 39. The Modified Report.

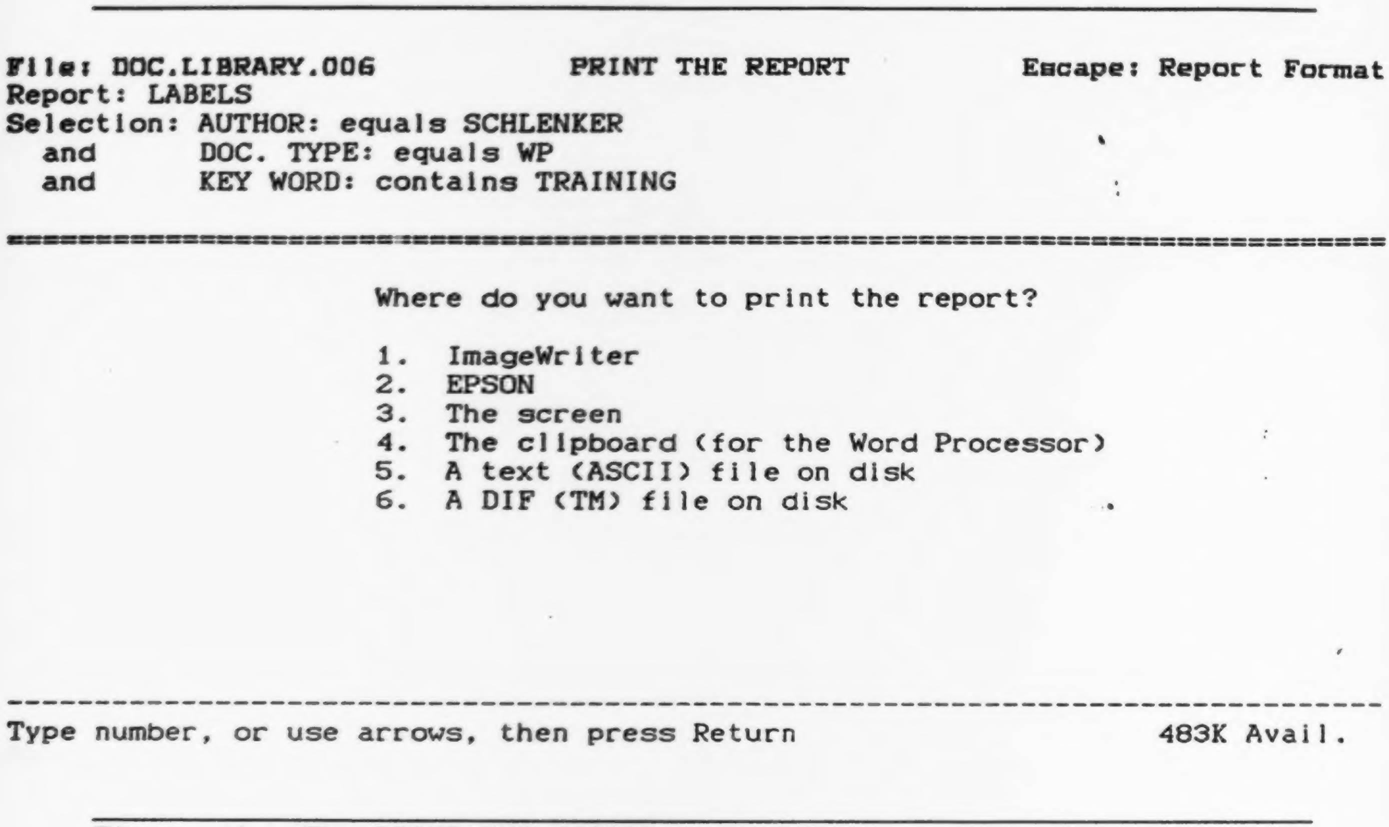
xiv. Press the SPACE-BAR once to return to the pre-print option phase (see Figure 40).



```
File: DOC.LIBRARY.006             REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                   ə-? for Help
```

Figure 40. The Monitor Showing The Pre-Print Option Phase.

xv. Press the OPEN-APPLE and the "P" keys at the same time. You have returned to the PRINT THE REPORT menu (see Figure 41).



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
==============================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk




------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      483K Avail.
```

Figure 41. The PRINT THE REPORT menu.

xvi. If you highlight the "The clipboard (for the Word Processor)" and press the RETURN key once, your screen will appear like the example in Figure 42. This route must be taken if want to move your data base file into a word processing file. You might do this if you needed to use the information from the data base file in a written report.

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
==============================================================================



                     The report is now on the clipboard,
                     and can be moved or copied into Word
                     Processor documents.




------------------------------------------------------------------------------
Press Space Bar to continue                                        483K Avail.
```

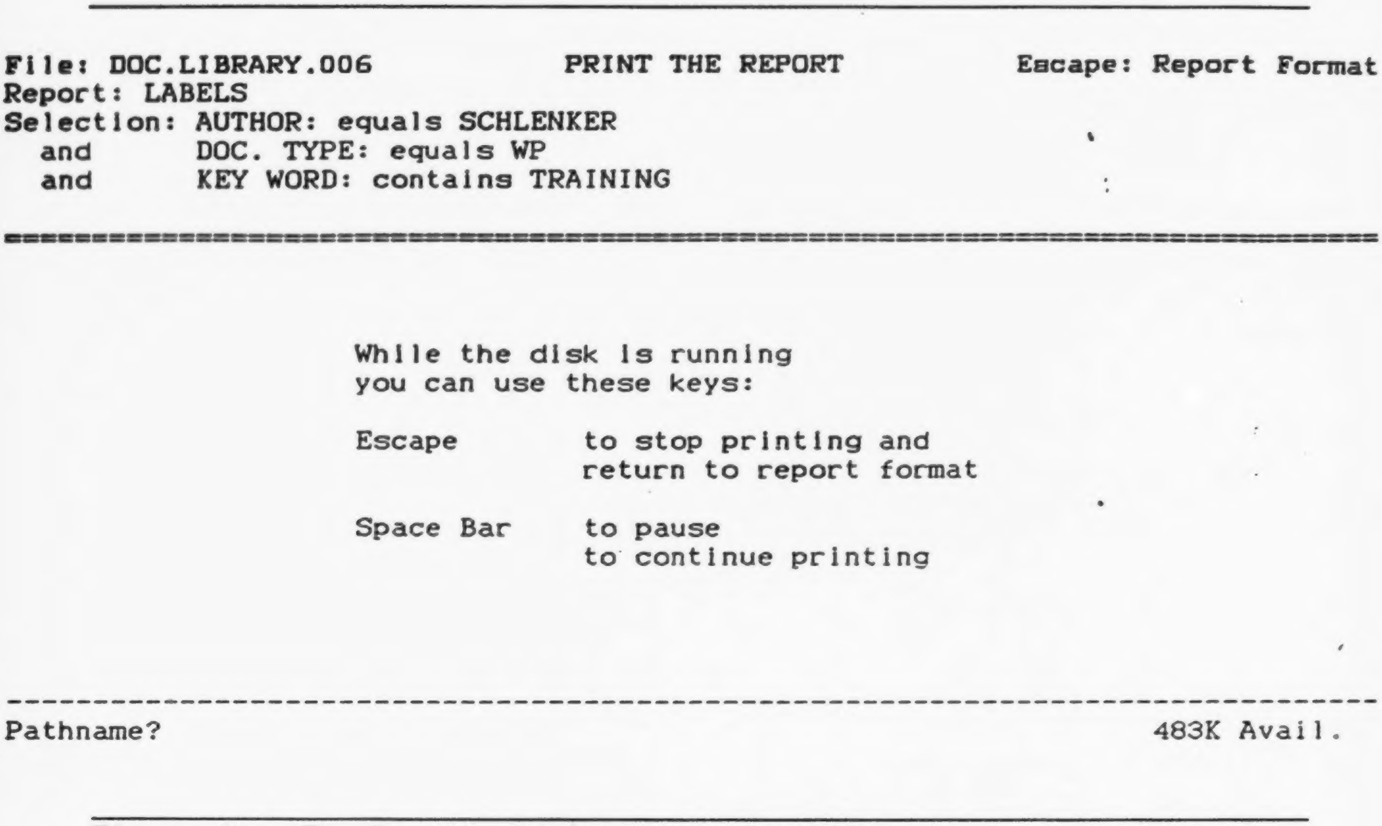
Figure 42. The Monitor Screen After Printing The Data Base File To The Clipboard.

xvii. If you highlight the "A text (ASCII) file on disk" option and press the RETURN key once, the result will be the same as is seen in Figure 43. Note in the lower left corner of the screen that the program requires you to provide "pathname" information before you can proceed. Consult your AppleWorks users manual for a discussion of "pathnames." Should you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.

```
File: DOC.LIBRARY.006          PRINT THE REPORT         Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: equals TRAINING
================================================================================


                  While the disk is running
                  you can use these keys:

                  Escape      to stop printing and
                              return to report format

                  Space Bar   to pause
                              to continue printing


--------------------------------------------------------------------------------
Pathname?                                                          475K Avail.
```

Figure 43. The Monitor Screen Showing The Results Of Selecting The ASCII Print Option.

xviii. If you highlight the "A DIF (TM) file on disk" option and press the RETURN key once you'll obtain the results seen on the screen in Figure 44. If you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
==============================================================================

                      While the disk is running
                      you can use these keys:

                      Escape       to stop printing and
                                   return to report format

                      Space Bar    to pause
                                   to continue printing

------------------------------------------------------------------------------
Pathname?                                                          483K Avail.
```

Figure 44. The Results Of Selecting The DIF Option.

xix. Highlight the name of the type of printer you are using with the ARROW keys.

xx. Press the RETURN key once and follow the directions printed on the screen to print your report. The result will be similar the example shown in Figure 45.

```
File:    DOC.LIBRARY.006                                                    Page 1
Report: LABELS                                                             89MAY24
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: equals TRAINING

00725
WP
Training
Computers
Printing data base files
Schlenker
89MAY15
000098(AppleWorks) side 2
Letter
ERIC
```

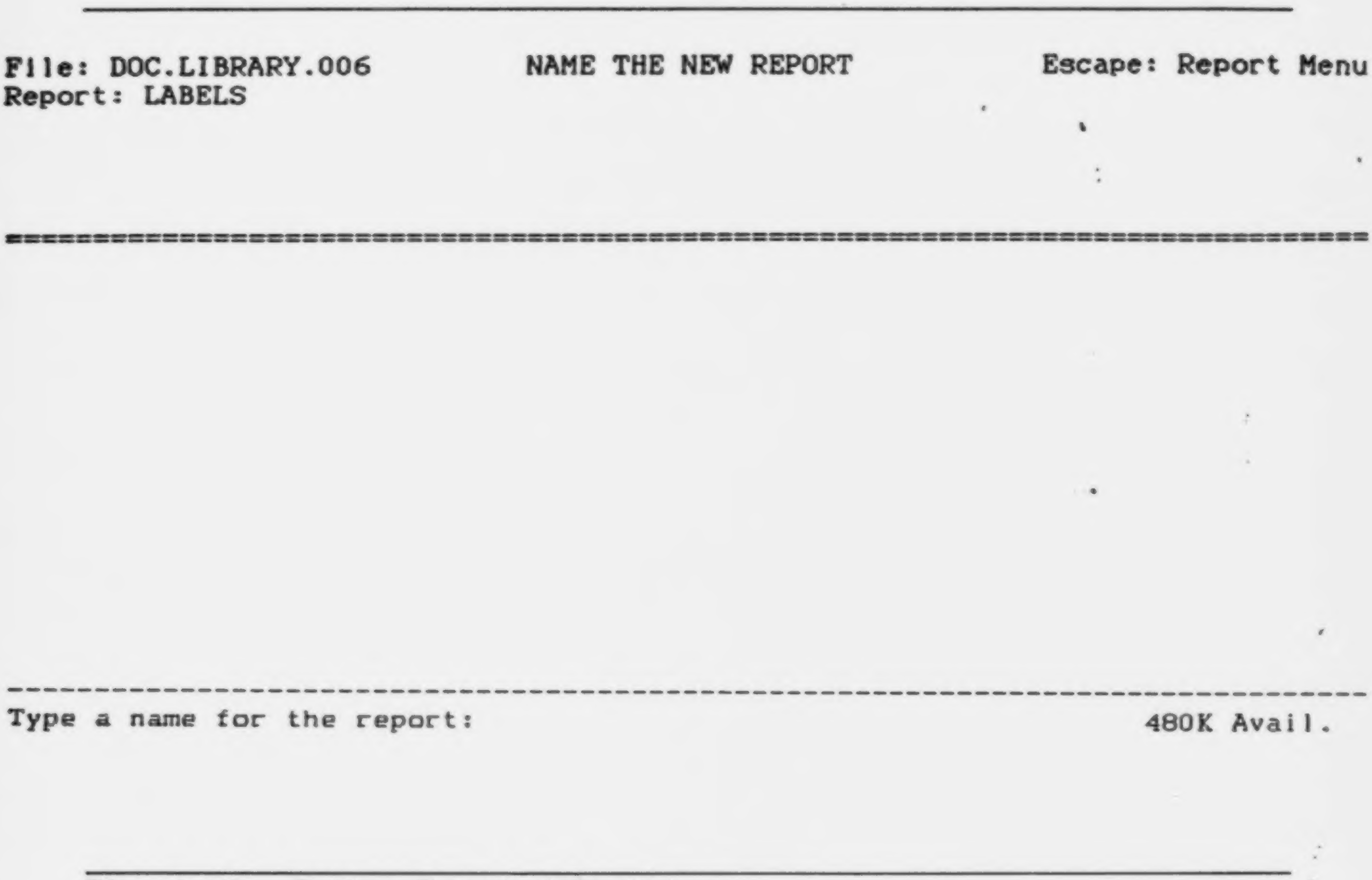
Figure 45. An Example Report Printed In The Labels Format.

03. Tables Format. Exercise the data base print option as follows:

a. Press the OPEN-APPLE and the "P" keys at the same time.

b. Select option #2, "Create a new "Tables" format," from the "Report Format" menu by highlighting it.

c. Press the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 46.

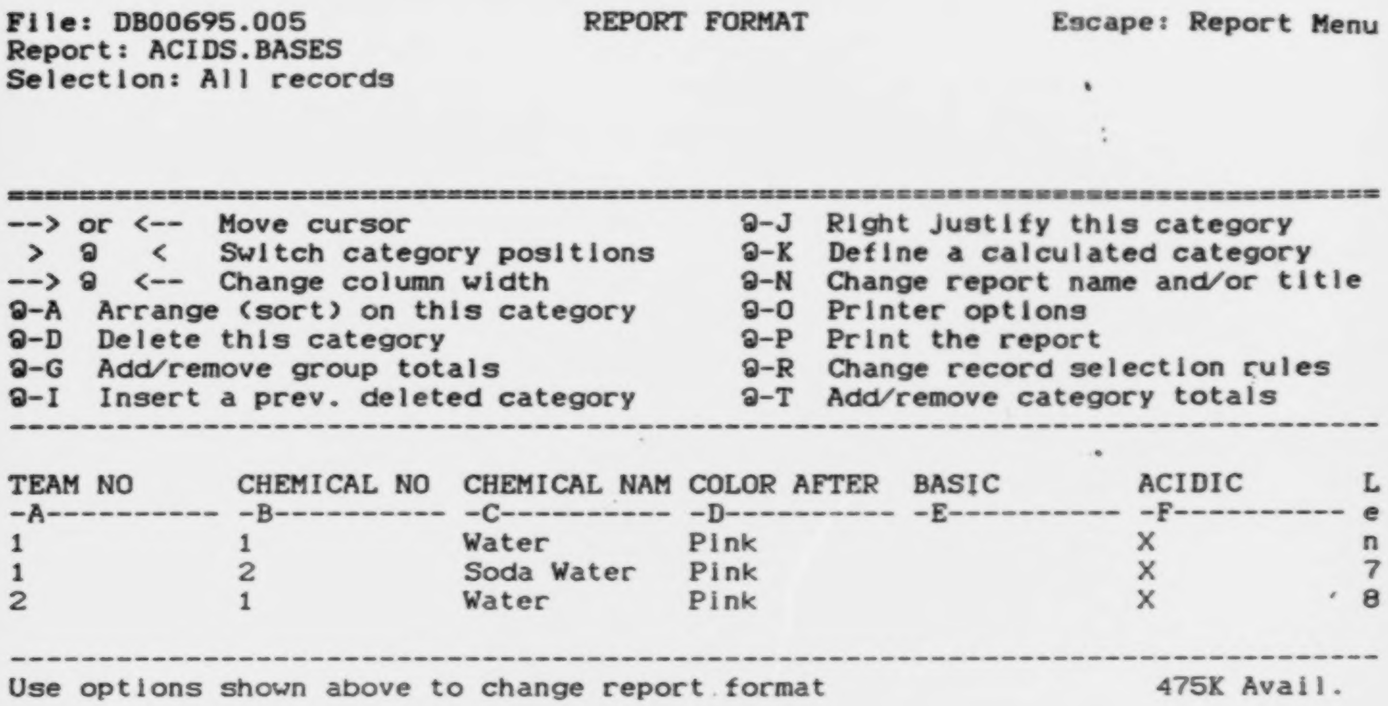


```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: LABELS

================================================================================









--------------------------------------------------------------------------------
Type a name for the report:                                         480K Avail.
```

Figure 46. Tables Format Selected.

d. Report Naming.

(1) Type the report name. Your screen now appears similar to Figure 47.



```
File: DB00695.005              REPORT FORMAT              Escape: Report Menu
Report: ACIDS.BASES
Selection: All records



=============================================================================
--> or <--  Move cursor                       @-J  Right justify this category
 >  @   <   Switch category positions         @-K  Define a calculated category
--> @  <--  Change column width               @-N  Change report name and/or title
@-A  Arrange (sort) on this category          @-O  Printer options
@-D  Delete this category                     @-P  Print the report
@-G  Add/remove group totals                  @-R  Change record selection rules
@-I  Insert a prev. deleted category          @-T  Add/remove category totals
-----------------------------------------------------------------------------

TEAM NO     CHEMICAL NO CHEMICAL NAM COLOR AFTER BASIC       ACIDIC      L
-A--------- -B--------- -C---------- -D--------- -E--------- -F--------- e
1           1           Water        Pink                    X           n
1           2           Soda Water   Pink                    X           7
2           1           Water        Pink                    X           8

-----------------------------------------------------------------------------
Use options shown above to change report format                  475K Avail.
```

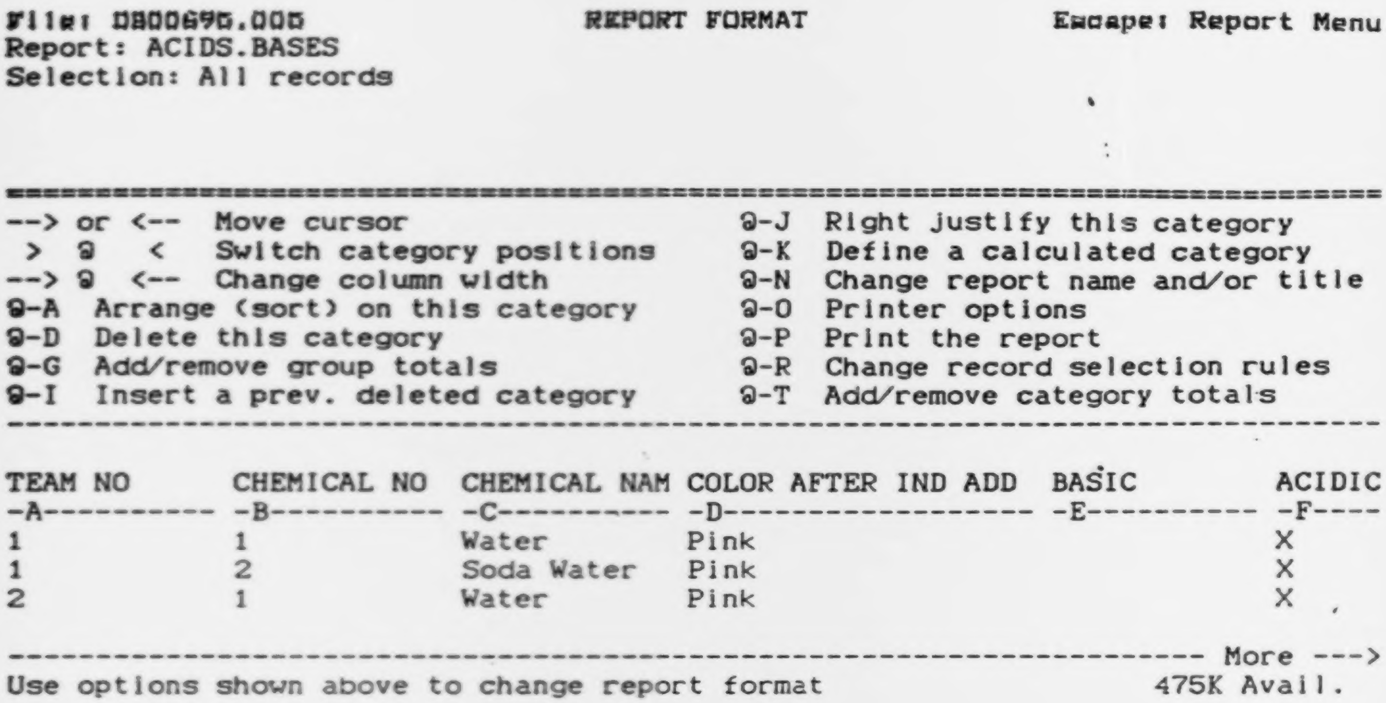
Figure 48. The Monitor Screen After Entering The Report Name

e. Selecting Print Options. Directions to the printer can be dictated in two ways; using the options shown to you on the screen and by pressing the OPEN-APPLE and the "O" keys at the same time. We'll use the screen functions first.

(1) Altering category widths.

(a) Press the RIGHT-ARROW key several times to move the cursor to the COLOR category.

(b) Press and hold down the OPEN-APPLE key and while it is held down, press the RIGHT-ARROW key several times. Your screen will appear similar to the picture you see in Figure 49.

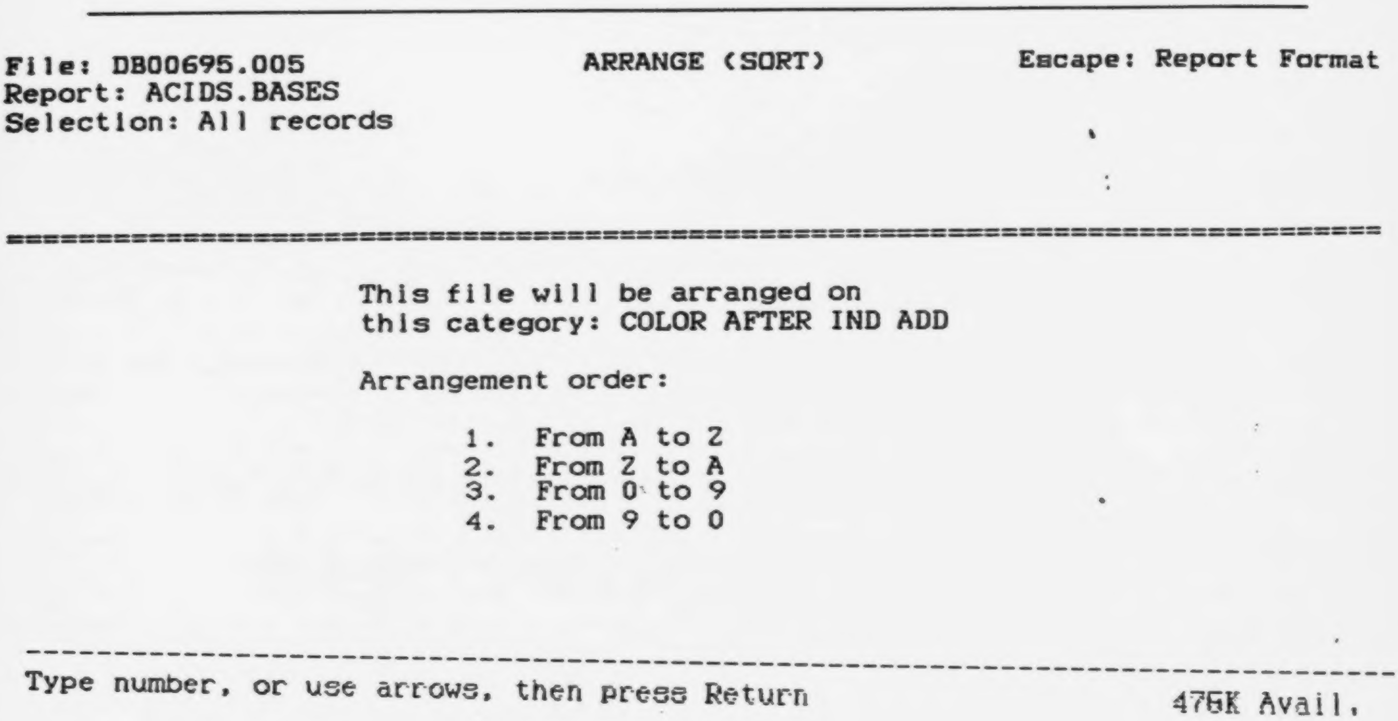


```
File: DB00696.006              REPORT FORMAT             Escape: Report Menu
Report: ACIDS.BASES
Selection: All records


==============================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @   <   Switch category positions        @-K  Define a calculated category
--> @  <--  Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category         @-O  Printer options
@-D  Delete this category                    @-P  Print the report
@-G  Add/remove group totals                 @-R  Change record selection rules
@-I  Insert a prev. deleted category         @-T  Add/remove category totals
------------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM COLOR AFTER IND ADD  BASIC        ACIDIC
-A---------- -B---------- -C---------- -D------------------ -E---------- -F----
1            1            Water        Pink                              X
1            2            Soda Water   Pink                              X
2            1            Water        Pink                              X

------------------------------------------------------------------ More --->
Use options shown above to change report format                  475K Avail.
```

Figure 49. The Monitor Screen Showing The Alteration Of The Color Category.

(2) Alphabetical and numerical arrangement of categories.

(a) Leaving the cursor on the COLOR field, press the OPEN-APPLE and the "A" keys at the same time (see Figure 50).

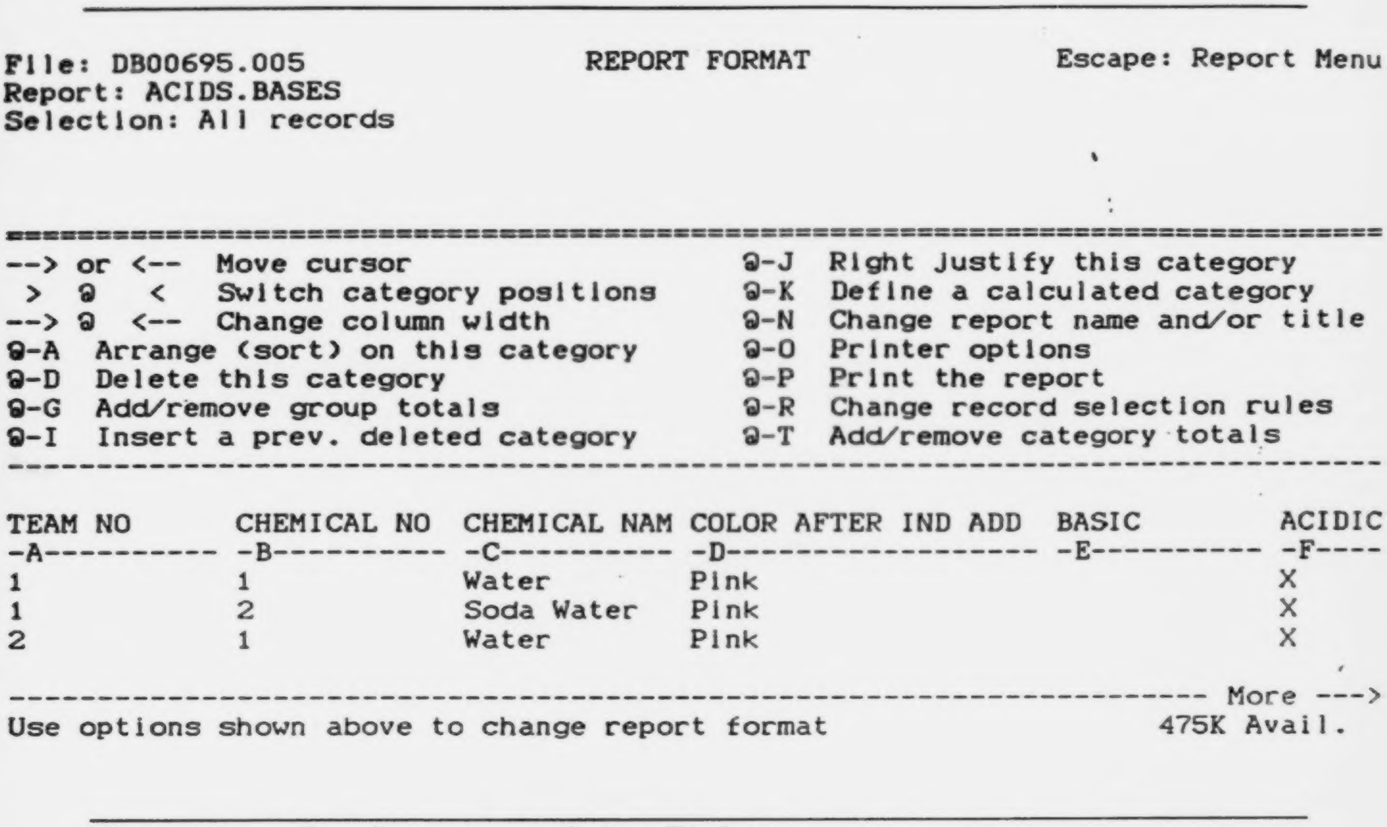


```
File: DB00695.005                  ARRANGE (SORT)            Escape: Report Format
Report: ACIDS.BASES
Selection: All records

==============================================================================

                    This file will be arranged on
                    this category: COLOR AFTER IND ADD

                    Arrangement order:

                         1.  From A to Z
                         2.  From Z to A
                         3.  From 0 to 9
                         4.  From 9 to 0

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                         476K Avail.
```

Figure 50. The Monitor Screen Showing The Arrange Menu.

(b) Press the DOWN-ARROW key until the, "From Z to A" option is highlighted.

(c) Press the RETURN key once and then examine Figure 51.

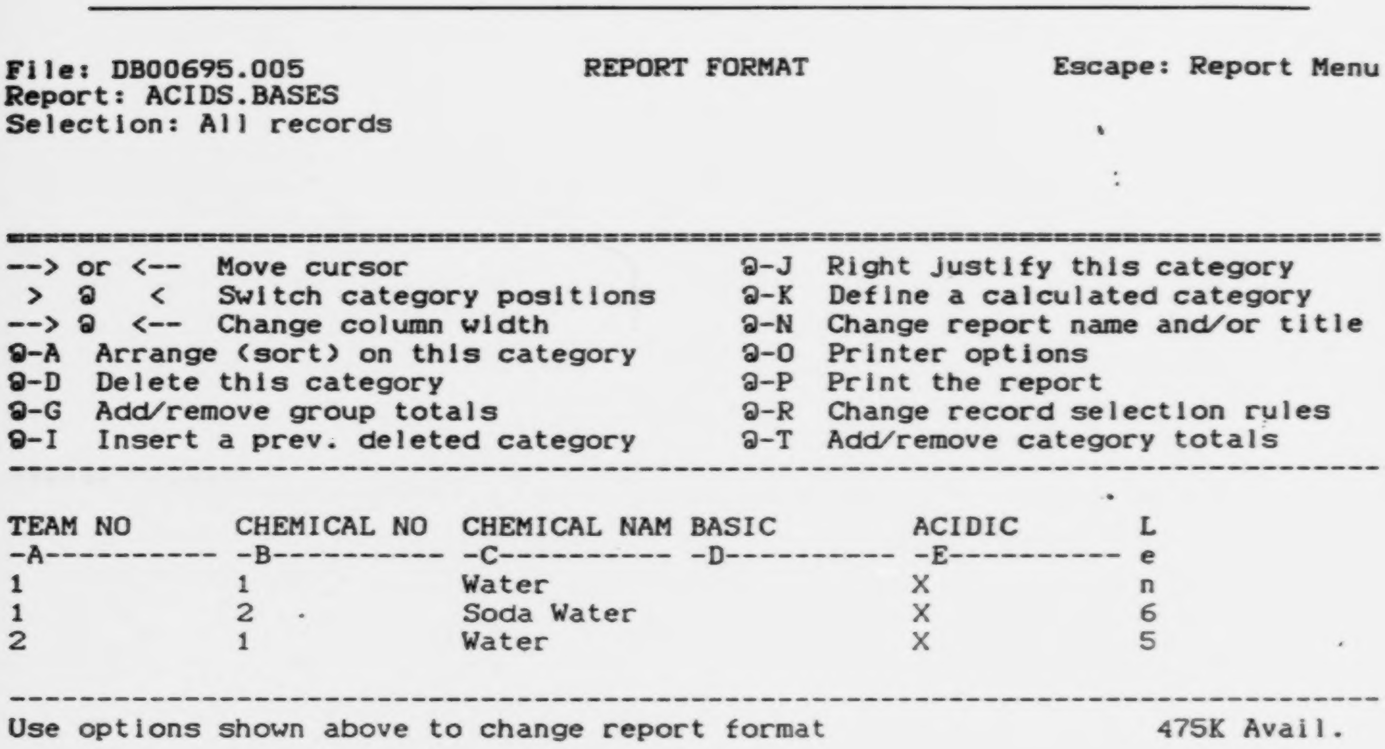


```
File: DB00695.005                  REPORT FORMAT               Escape: Report Menu
Report: ACIDS.BASES
Selection: All records



================================================================================
--> or <--  Move cursor                       @-J  Right justify this category
 > @   <    Switch category positions         @-K  Define a calculated category
--> @ <--   Change column width               @-N  Change report name and/or title
@-A  Arrange (sort) on this category          @-O  Printer options
@-D  Delete this category                     @-P  Print the report
@-G  Add/remove group totals                  @-R  Change record selection rules
@-I  Insert a prev. deleted category          @-T  Add/remove category totals
--------------------------------------------------------------------------------

TEAM NO     CHEMICAL NO CHEMICAL NAM COLOR AFTER IND ADD BASIC       ACIDIC
-A--------- -B--------- -C--------- -D------------------ -E--------- -F----
1           1           Water       Pink                             X
1           2           Soda Water  Pink                             X
2           1           Water       Pink                             X

-------------------------------------------------------------------- More --->
Use options shown above to change report format                  475K Avail.
```

Figure 51. The Rearranged Color Field.

(3) Delete a category.

(a) Press the OPEN-APPLE and the "D" keys at the same time. Your screen now shows that the category on which the cursor was placed is now missing (see Figure 52).

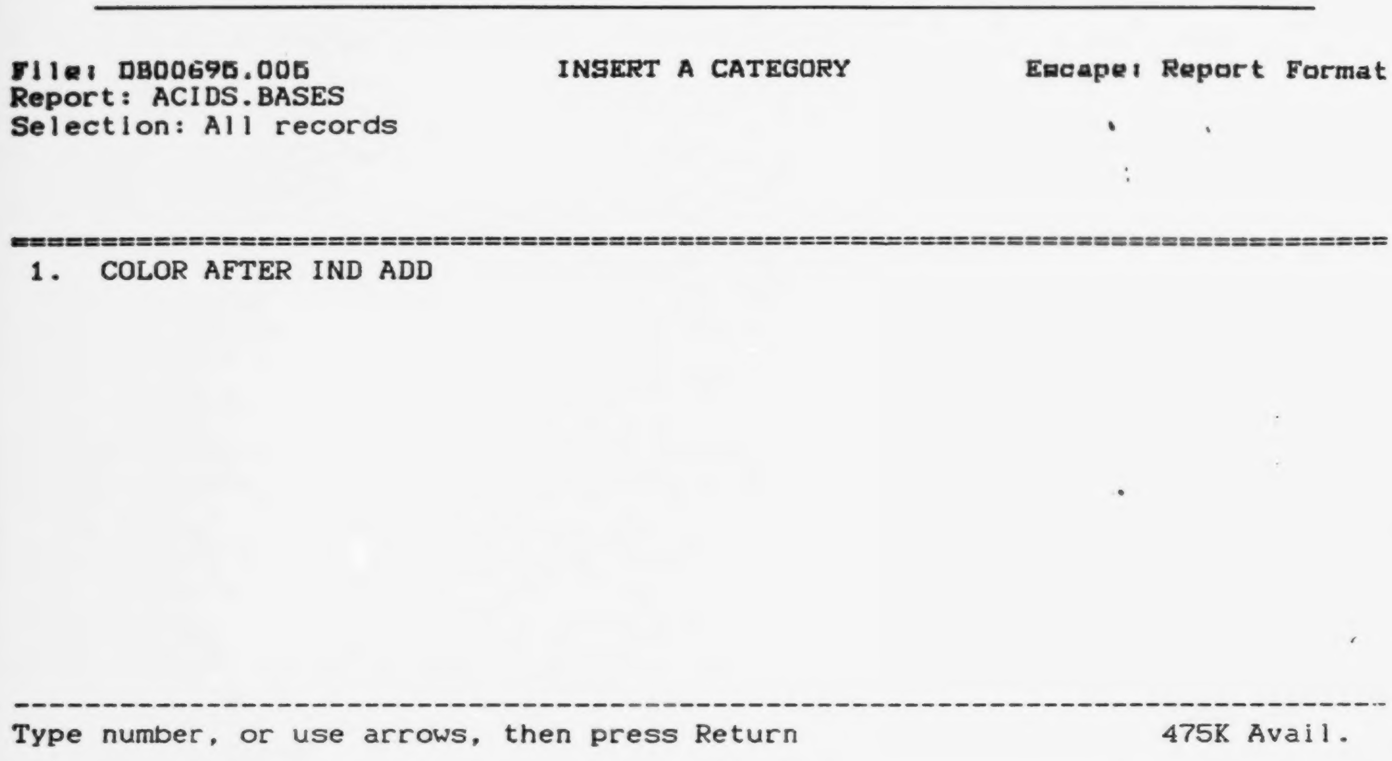


```
File: DB00695.005              REPORT FORMAT              Escape: Report Menu
Report: ACIDS.BASES
Selection: All records

=============================================================================
--> or <--   Move cursor                    @-J  Right justify this category
 > @   <     Switch category positions      @-K  Define a calculated category
--> @ <--    Change column width            @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
-----------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM BASIC        ACIDIC       L
-A---------- -B---------- -C---------- -D---------- -E---------- e
1            1            Water                     X            n
1            2            Soda Water                X            6
2            1            Water                     X            5

-----------------------------------------------------------------------------
Use options shown above to change report format                  475K Avail.
```

Figure 52. The Monitor Screen Showing A Deleted Category.

(4) Insert a previously deleted category.

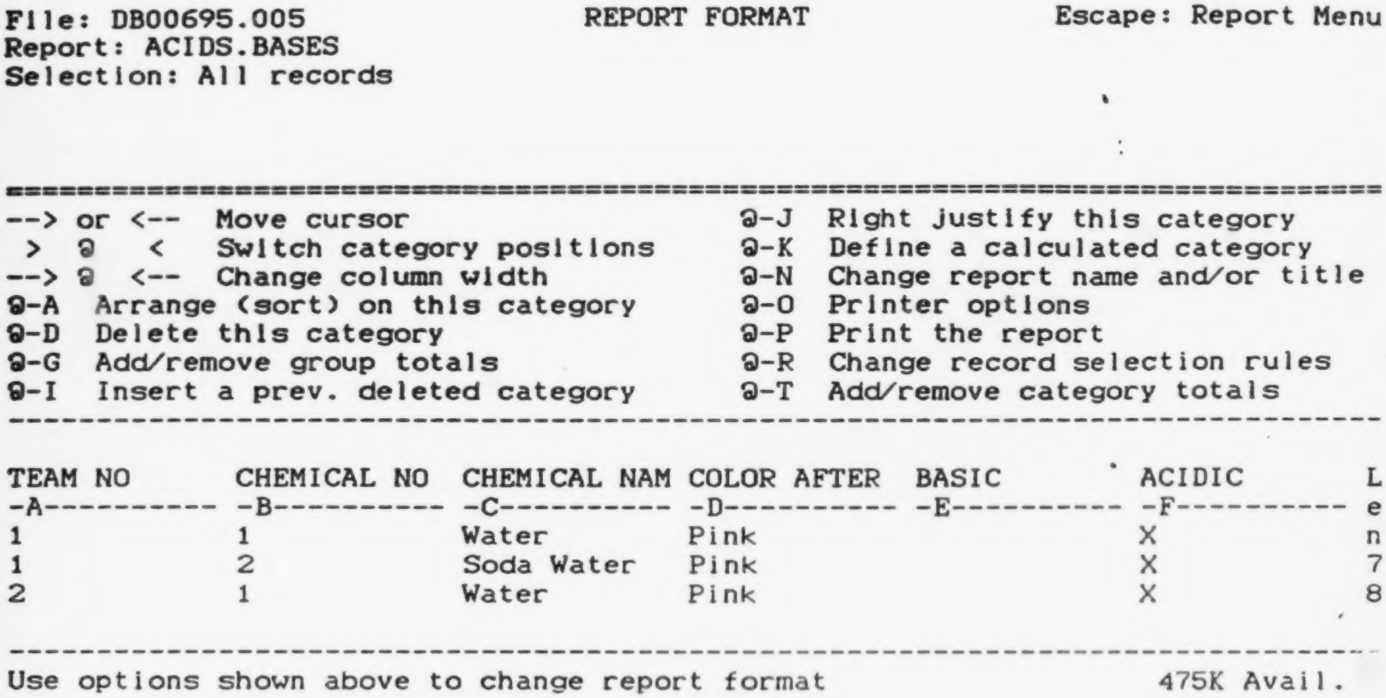
(a) Press the OPEN-APPLE and the "I" keys at the same time to start the insert process (see Figure 53).



```
File: DB00695.005              INSERT A CATEGORY          Escape: Report Format
Report: ACIDS.BASES
Selection: All records

================================================================================
 1.  COLOR AFTER IND ADD









--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       475K Avail.
```

Figure 53. The Monitor Screen After Beginning The Insert Process.

(b) Press the RETURN key once. The category has been reinserted (see Figure 54).

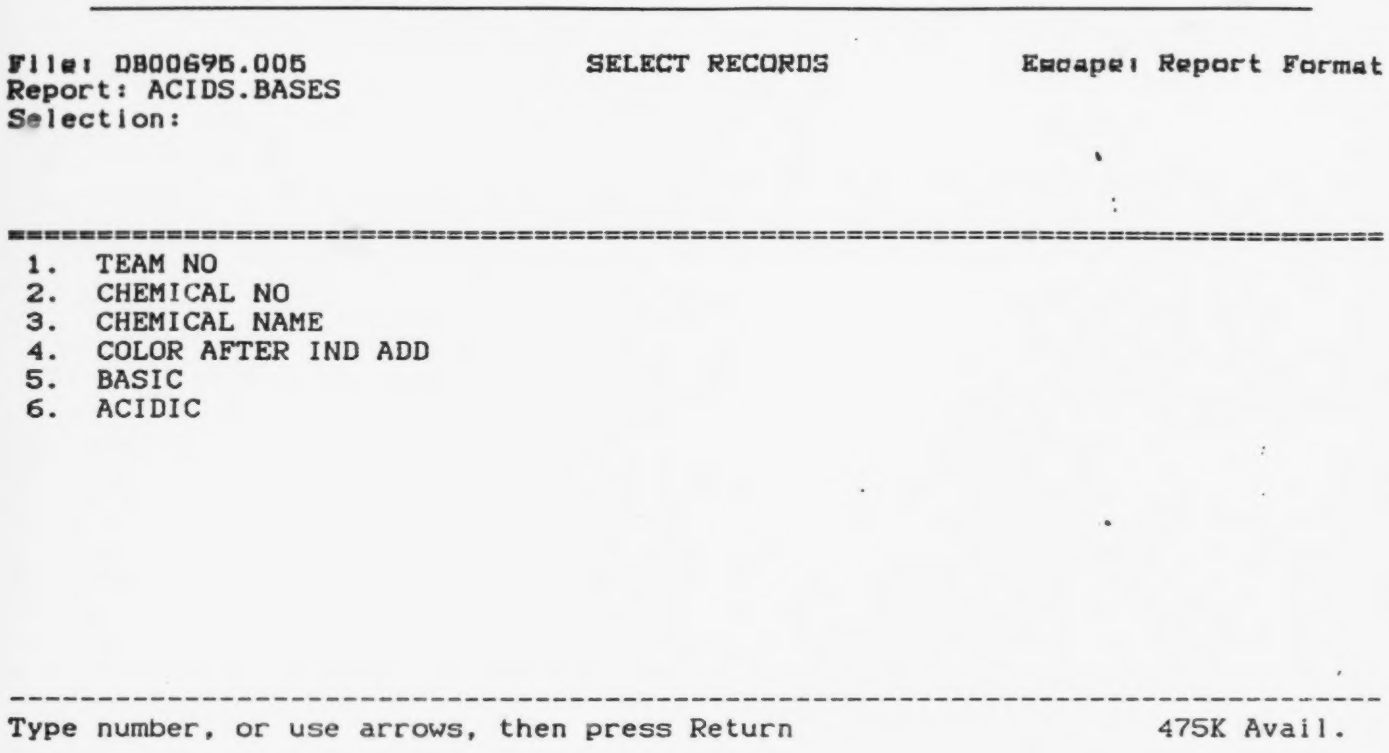


```
File: DB00695.005              REPORT FORMAT              Escape: Report Menu
Report: ACIDS.BASES
Selection: All records


==============================================================================
--> or <--   Move cursor                      @-J   Right justify this category
 > @  <      Switch category positions        @-K   Define a calculated category
--> @ <--    Change column width              @-N   Change report name and/or title
@-A  Arrange (sort) on this category          @-O   Printer options
@-D  Delete this category                     @-P   Print the report
@-G  Add/remove group totals                  @-R   Change record selection rules
@-I  Insert a prev. deleted category          @-T   Add/remove category totals
------------------------------------------------------------------------------

TEAM NO     CHEMICAL NO CHEMICAL NAM COLOR AFTER BASIC       ACIDIC      L
-A--------- -B--------- -C--------- -D--------- -E--------- -F--------- e
1           1           Water       Pink                    X           n
1           2           Soda Water  Pink                    X           7
2           1           Water       Pink                    X           8

------------------------------------------------------------------------------
Use options shown above to change report format                475K Avail.
```

Figure 54. The File After The Category Has Been Reinserted.

(5) Setting rules by which records are selected for printing.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 55).



```
File: DB00695.005                SELECT RECORDS              Escape: Report Format
Report: ACIDS.BASES
Selection:


=====================================================================================
 1.  TEAM NO
 2.  CHEMICAL NO
 3.  CHEMICAL NAME
 4.  COLOR AFTER IND ADD
 5.  BASIC
 6.  ACIDIC










-------------------------------------------------------------------------------------
Type number, or use arrows, then press Return                           475K Avail.
```

Figure 55. The Monitor Screen After Selecting The Rule Selection Option.

(b) Press the DOWN-ARROW key several times to highlight the COLOR category.

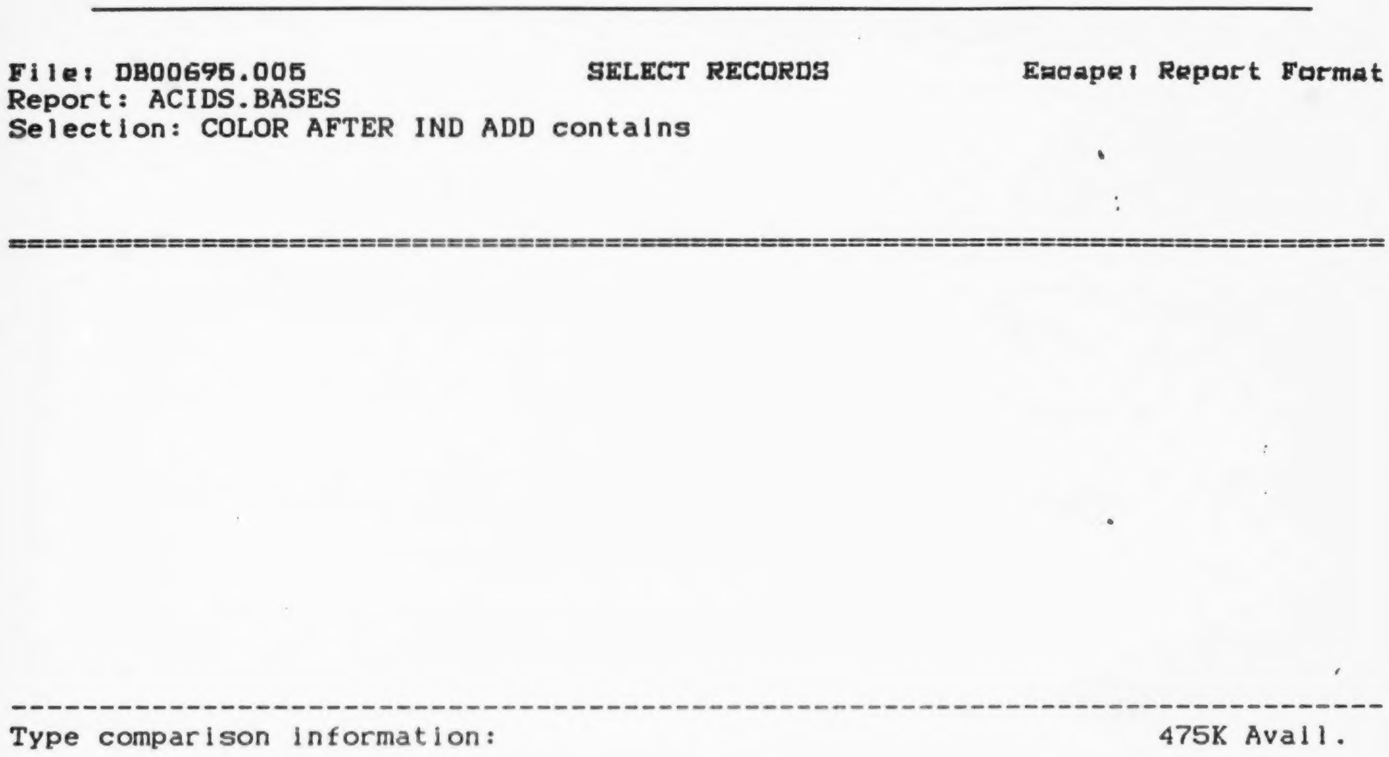
(c) Press the RETURN key once (see Figure 56).

```
File: DB00695.005                SELECT RECORDS            Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD

==============================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                     475K Avail.
```

Figure 56. The COLOR Category Selected For The Rule Setting Process.

(d) Press the DOWN-ARROW key several times to highlight the CONTAINS category.

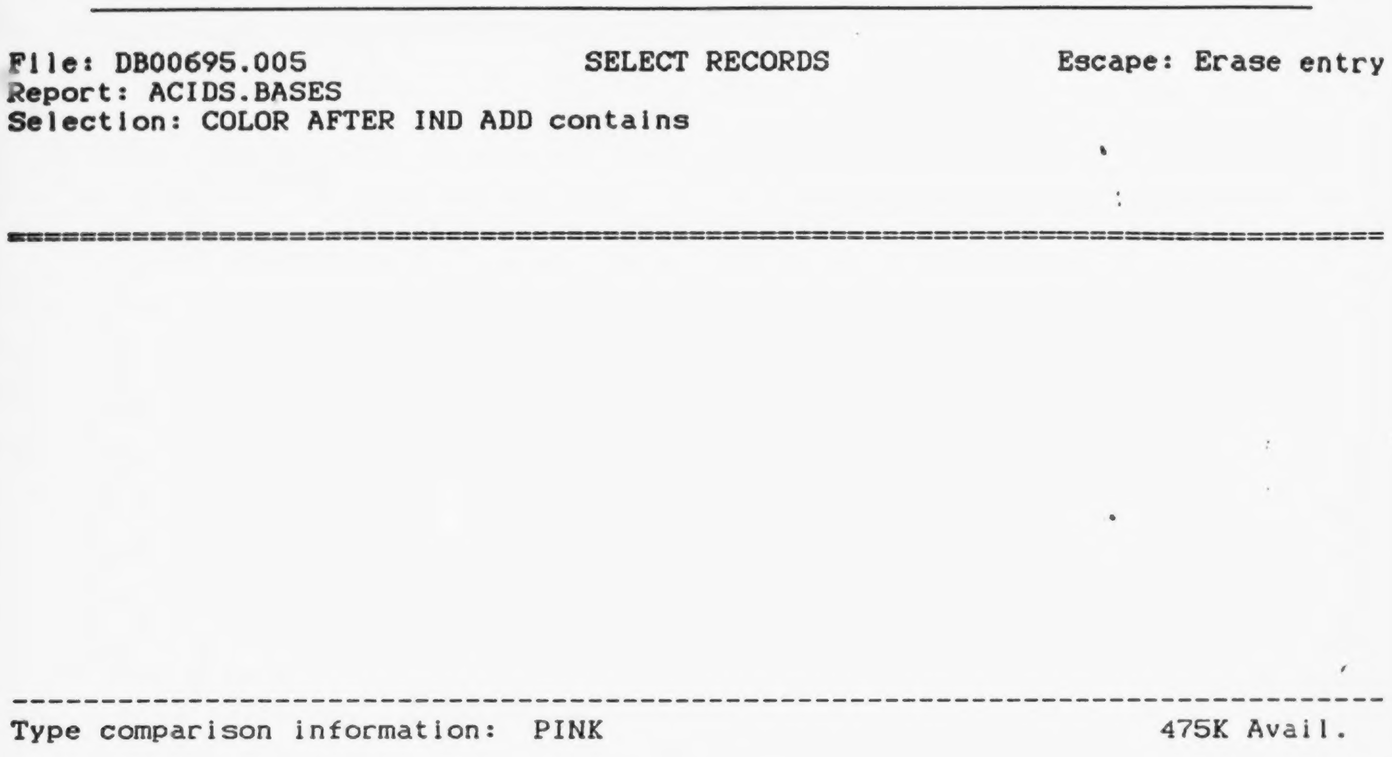
(e) Press the RETURN key once (see Figure 57).



```
File: DB00695.006            SELECT RECORDS            Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains

==============================================================================










------------------------------------------------------------------------------
Type comparison information:                                       475K Avail.
```

Figure 57. Contains Selected From The Comparison Options.

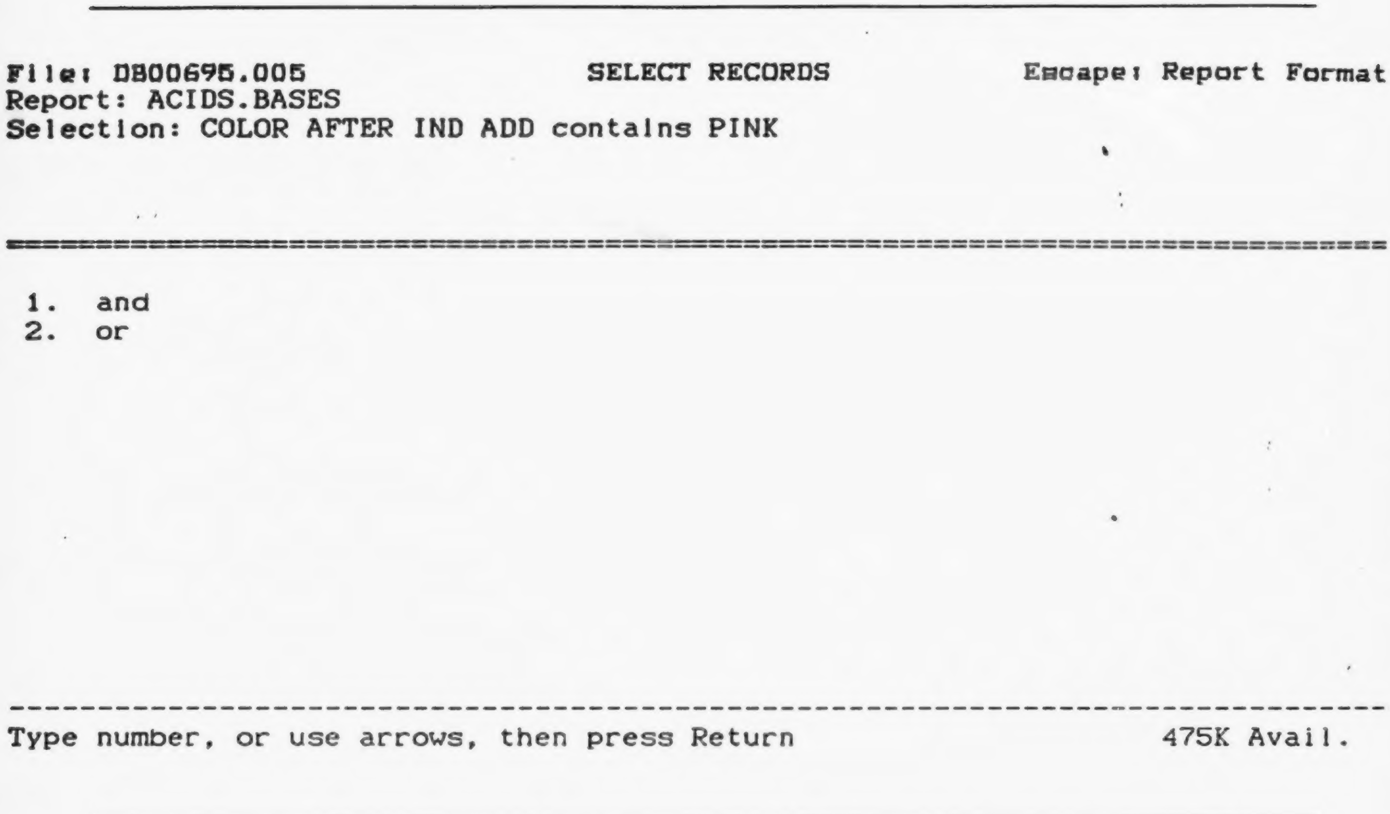
(f) Type Pink (or whatever other word you would like, based upon the data base with which you are working). Figure 58 shows the monitor screen after completing this action.



```
File: DB00695.005              SELECT RECORDS              Escape: Erase entry
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains

================================================================================








--------------------------------------------------------------------------------
Type comparison information:  PINK                                 475K Avail.
```

Figure 58. The Monitor Screen After Inserting "Pink."

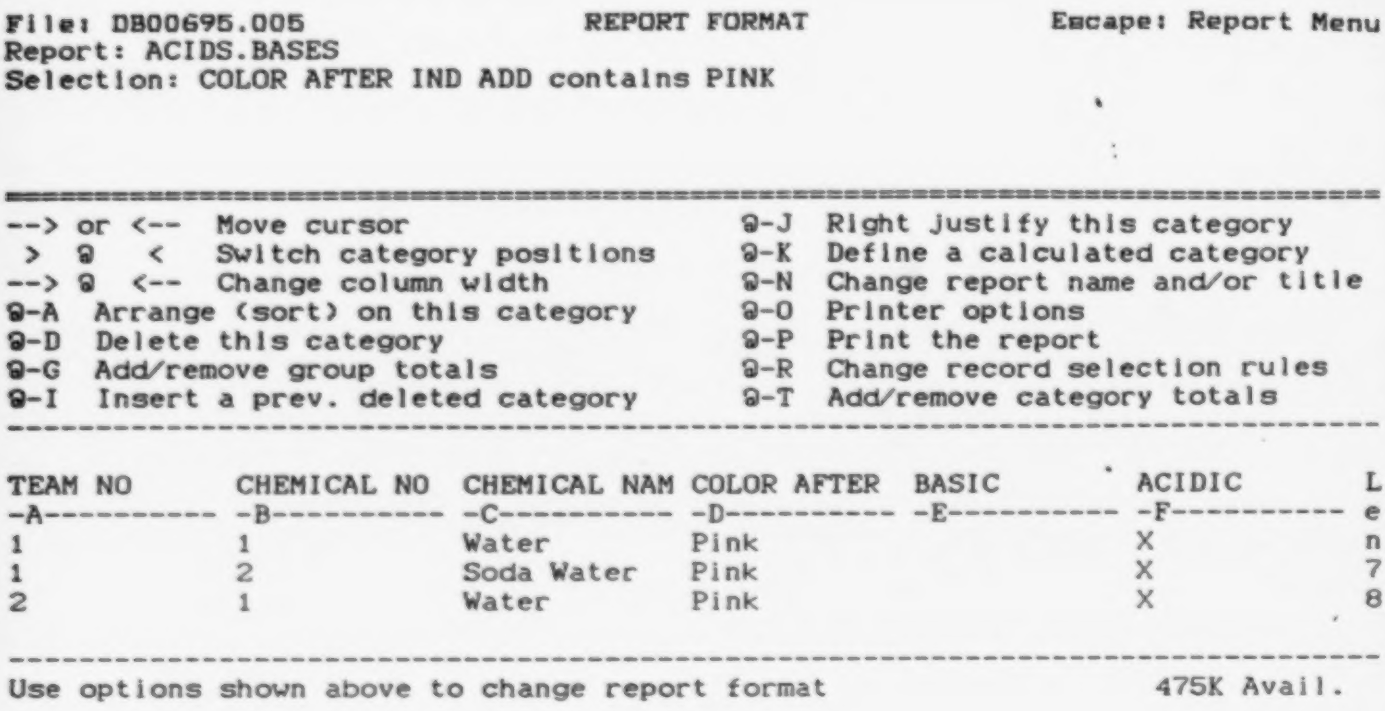
(g) Press the RETURN key (see Figure 59). The screen now shows a complete selection at the top. If you desire to continue, follow the directions provided on the screen.



```
File: DB00695.005            SELECT RECORDS         Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK

==========================================================================

 1.  and
 2.  or









--------------------------------------------------------------------------
Type number, or use arrows, then press Return                 475K Avail.
```

Figure 59. The Monitor Screen Showing One Complete Selection Rule.

(h) Press the ESC key once (see Figure 60).

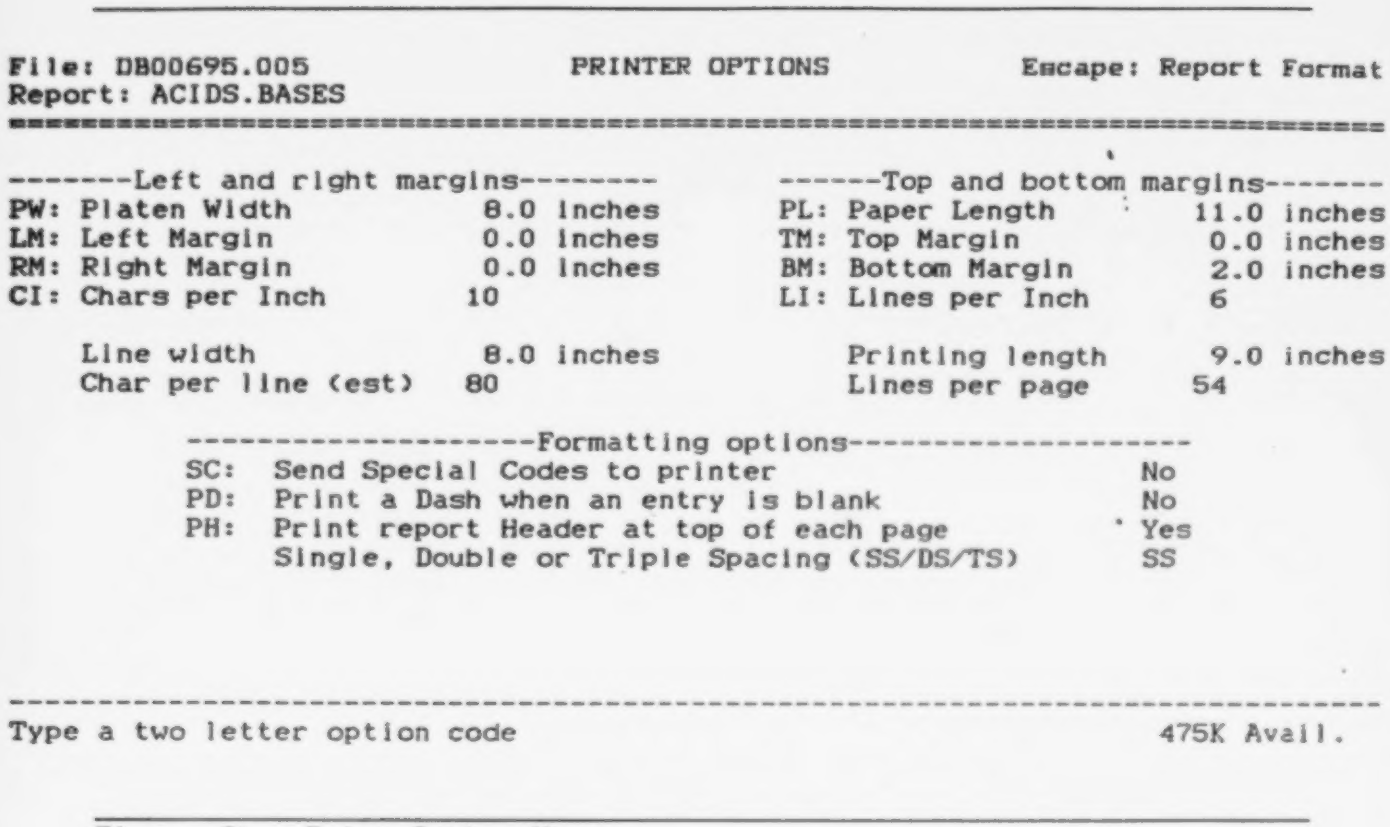


```
File: DB00695.005              REPORT FORMAT              Escape: Report Menu
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK


==========================================================================
--> or <--  Move cursor                    -J  Right justify this category
 >      <   Switch category positions      -K  Define a calculated category
-->   <--   Change column width            -N  Change report name and/or title
-A  Arrange (sort) on this category        -O  Printer options
-D  Delete this category                   -P  Print the report
-G  Add/remove group totals                -R  Change record selection rules
-I  Insert a prev. deleted category        -T  Add/remove category totals
--------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM COLOR AFTER  BASIC        ACIDIC       L
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- e
1            1            Water        Pink                      X            n
1            2            Soda Water   Pink                      X            7
2            1            Water        Pink                      X            8

--------------------------------------------------------------------------
Use options shown above to change report format                475K Avail.
```

Figure 60. The Monitor Screen After Escaping The Rule Selection Option.

(6) Selecting print options.

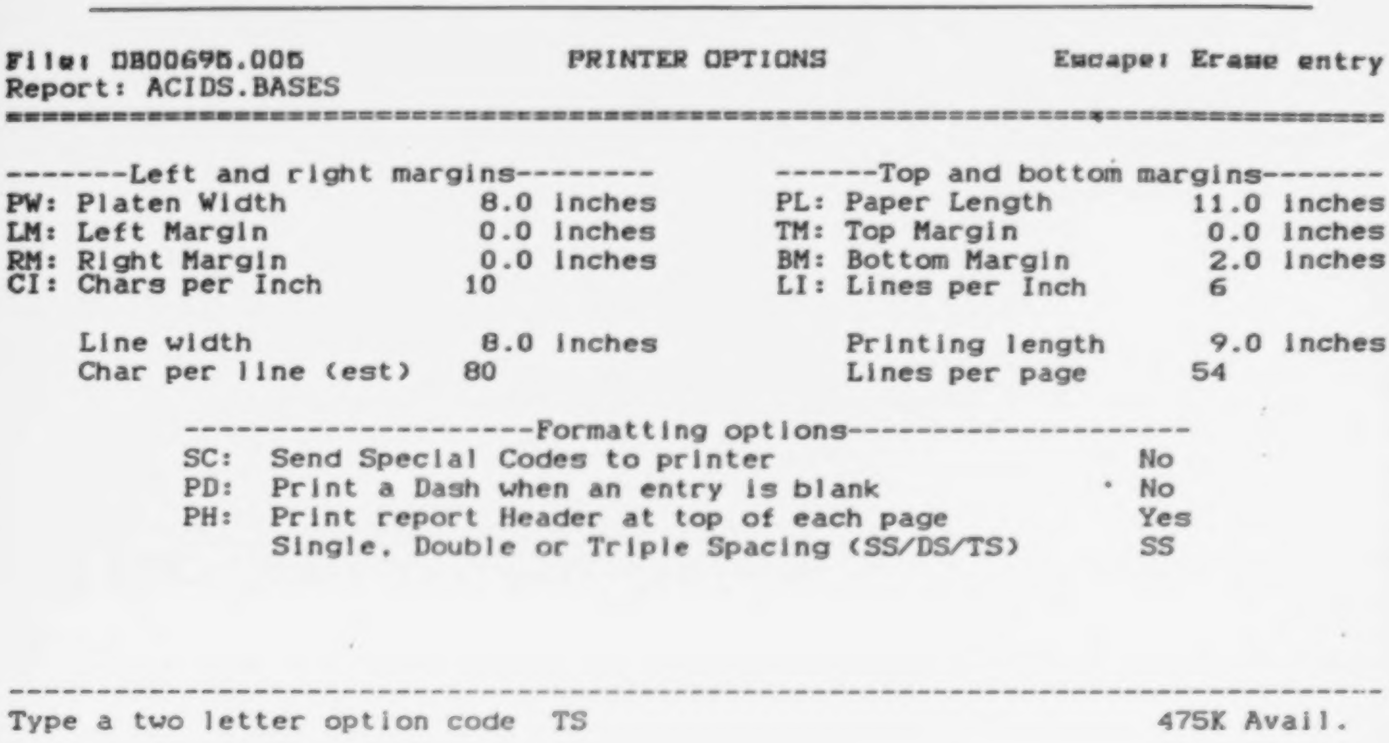
(a) Press the OPEN-APPLE and the "O" keys at the same time. Your screen now changes to look like Figure 61.



```
File: DB00695.005              PRINTER OPTIONS              Escape: Report Format
Report: ACIDS.BASES
==================================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width          8.0 inches      PL: Paper Length        11.0 inches
LM: Left Margin           0.0 inches      TM: Top Margin           0.0 inches
RM: Right Margin          0.0 inches      BM: Bottom Margin        2.0 inches
CI: Chars per Inch       10               LI: Lines per Inch       6

    Line width            8.0 inches          Printing length      9.0 inches
    Char per line (est)  80                   Lines per page      54

          -------------------Formatting options-------------------
          SC:  Send Special Codes to printer                    No
          PD:  Print a Dash when an entry is blank              No
          PH:  Print report Header at top of each page          Yes
               Single, Double or Triple Spacing (SS/DS/TS)      SS

----------------------------------------------------------------------------------
Type a two letter option code                                      475K Avail.
```

Figure 61. Print Option Menu.

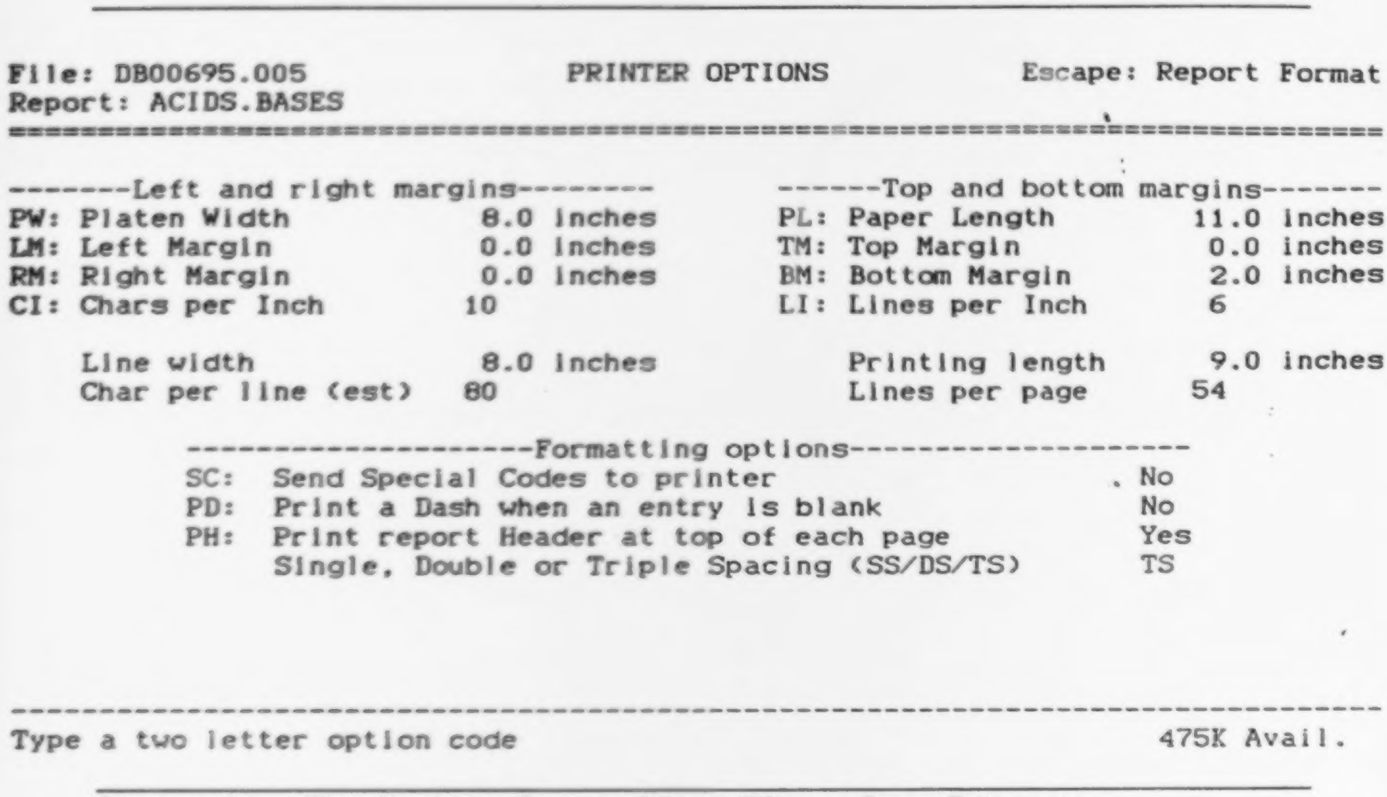
(b) Type TS and then consult Figure 62.



```
File: DB00695.005             PRINTER OPTIONS            Escape: Erase entry
Report: ACIDS.BASES
==========================================================================

-------Left and right margins--------     ------Top and bottom margins-------
PW: Platen Width            8.0 inches    PL: Paper Length        11.0 inches
LM: Left Margin             0.0 inches    TM: Top Margin           0.0 inches
RM: Right Margin            0.0 inches    BM: Bottom Margin        2.0 inches
CI: Chars per Inch         10             LI: Lines per Inch       6

    Line width              8.0 inches        Printing length      9.0 inches
    Char per line (est)    80                 Lines per page      54

         -------------------Formatting options--------------------
         SC:  Send Special Codes to printer                     No
         PD:  Print a Dash when an entry is blank               No
         PH:  Print report Header at top of each page           Yes
              Single, Double or Triple Spacing (SS/DS/TS)       SS


--------------------------------------------------------------------------
Type a two letter option code  TS                             475K Avail.
```

Figure 62. Monitor Screen Showing TS Typed.

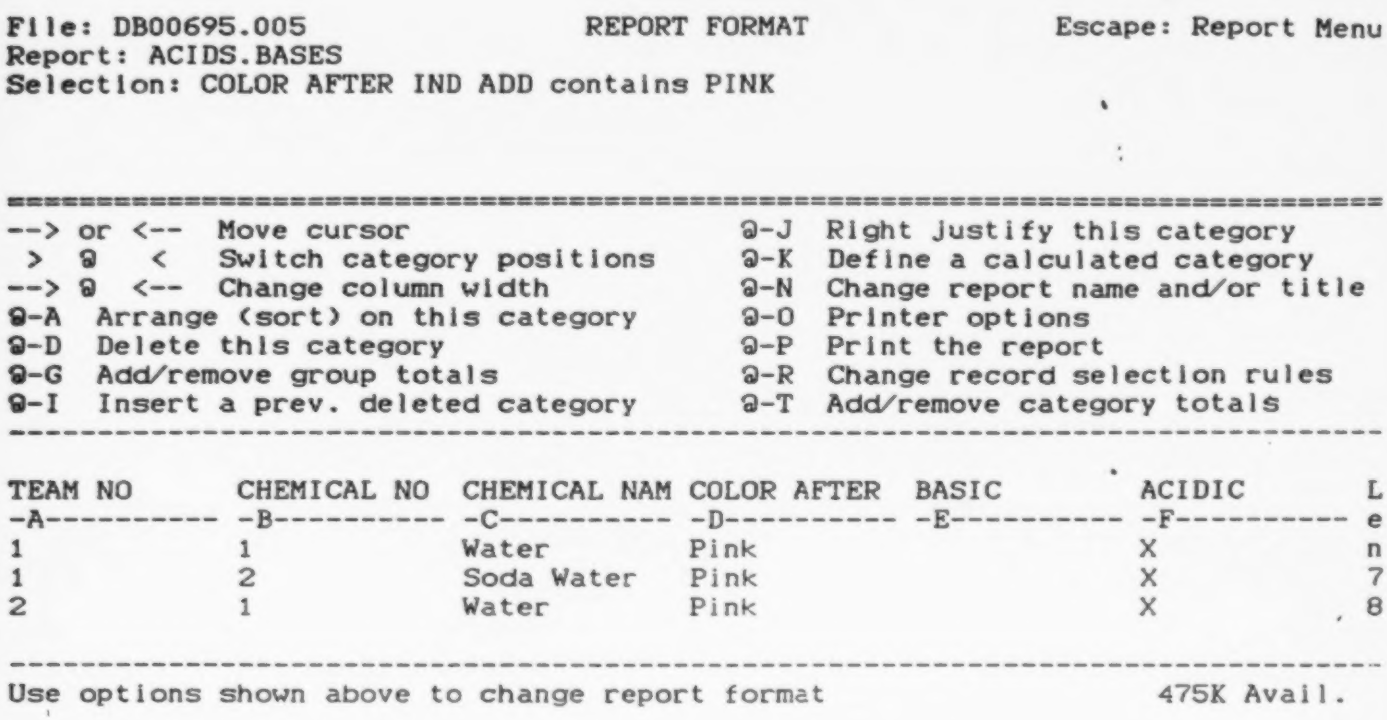
(c) Press the RETURN key once and then compare Figures 62 and 63. Note in Figure 63 that the SS seen in Figure 62 has changed to TS indicating that the file will be triple spaced when it is printed. Ant of the print options shown here is selected exactly as the spacing change was.



```
File: DB00695.005              PRINTER OPTIONS             Escape: Report Format
Report: ACIDS.BASES
================================================================================

-------Left and right margins--------       ------Top and bottom margins-------
PW: Platen Width            8.0 inches       PL: Paper Length         11.0 inches
LM: Left Margin             0.0 inches       TM: Top Margin            0.0 inches
RM: Right Margin            0.0 inches       BM: Bottom Margin         2.0 inches
CI: Chars per Inch        10                 LI: Lines per Inch        6

    Line width              8.0 inches           Printing length       9.0 inches
    Char per line (est)   80                     Lines per page       54

          -------------------Formatting options-------------------
          SC:  Send Special Codes to printer                       No
          PD:  Print a Dash when an entry is blank                 No
          PH:  Print report Header at top of each page             Yes
               Single, Double or Triple Spacing (SS/DS/TS)         TS


--------------------------------------------------------------------------------
Type a two letter option code                                      475K Avail.
```

Figure 63. The Monitor Screen After TS has Been Entered.

(d) Press the ESC key once (see Figure 64).

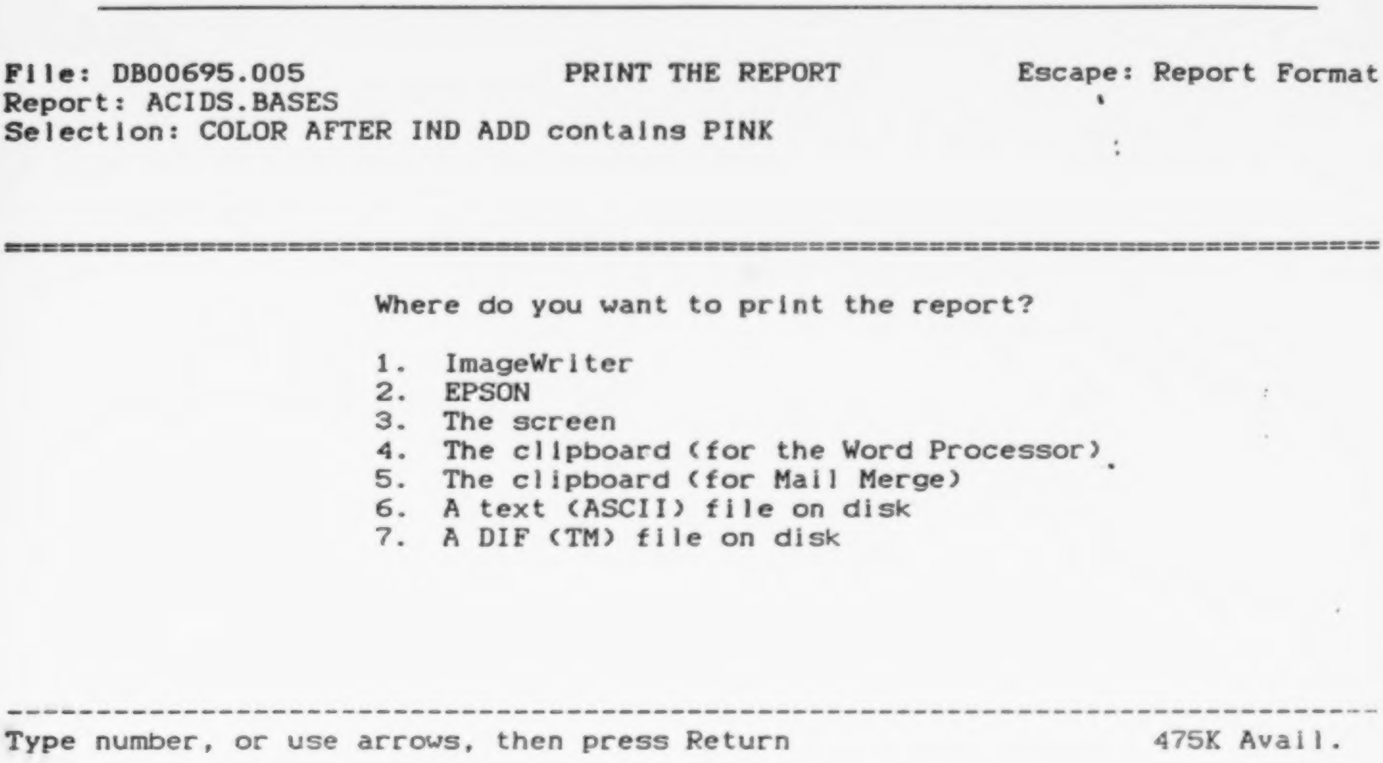


```
File: DB00695.005                 REPORT FORMAT               Escape: Report Menu
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK


================================================================================
--> or <--   Move cursor                     @-J  Right justify this category
 >  @   <    Switch category positions      @-K  Define a calculated category
--> @  <--   Change column width            @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
--------------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM COLOR AFTER  BASIC        ACIDIC       L
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- e
1            1            Water        Pink                      X            n
1            2            Soda Water   Pink                      X            7
2            1            Water        Pink                      X            8

--------------------------------------------------------------------------------
Use options shown above to change report format                    475K Avail.
```

Figure 64. The Monitor After Exiting The Print Options.

04. Printing.

a. Press the OPEN-APPLE and the "P" keys at the same time and follow the directions provided on the screen (see Figure 65).



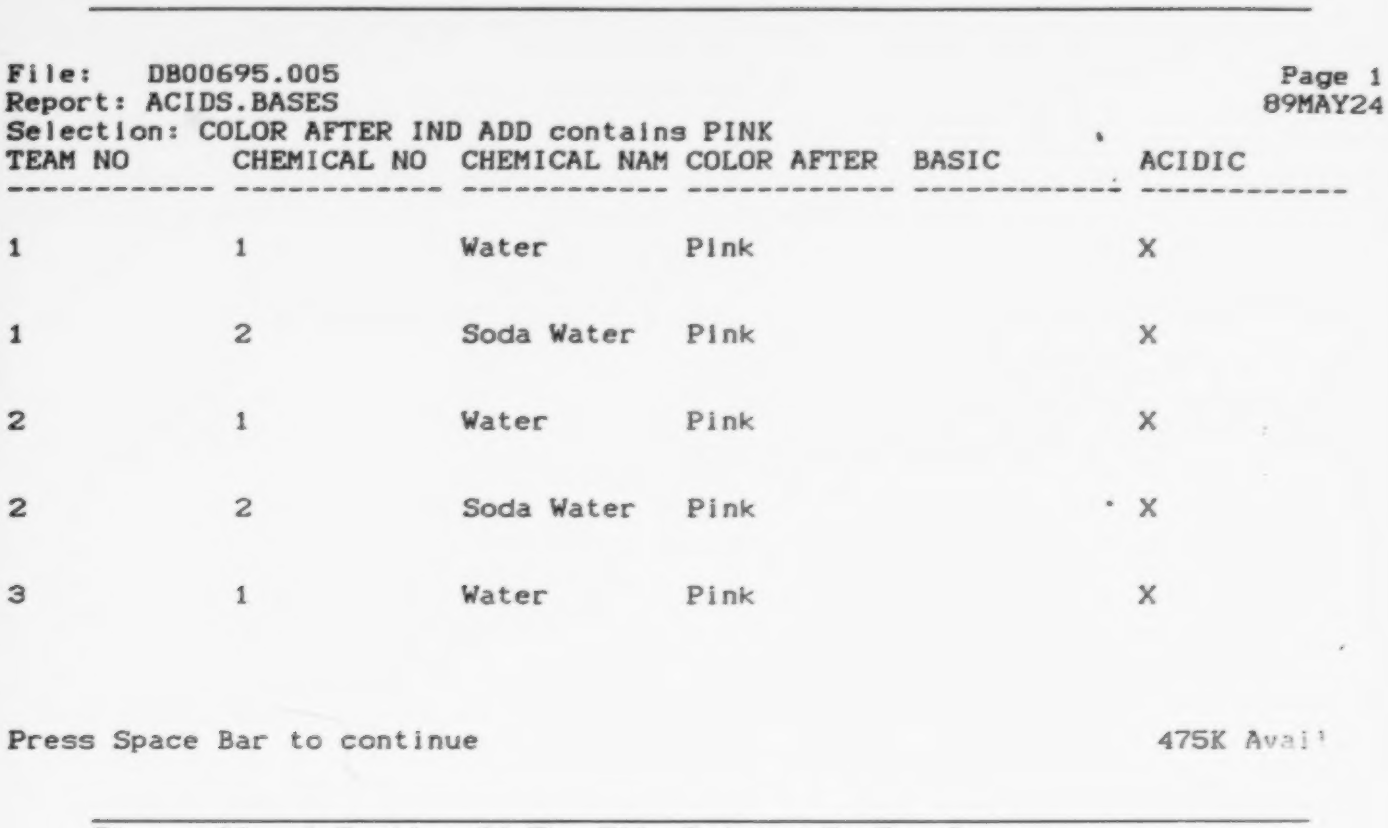
```
File: DB00695.005              PRINT THE REPORT        Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK

================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  The clipboard (for Mail Merge)
                    6.  A text (ASCII) file on disk
                    7.  A DIF (TM) file on disk

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       475K Avail.
```

Figure 65. The Monitor Screen Showing The Different Printer Options.

b. If want an idea of what the file will look like when it is actually printed:

   (1) Highlight the "Screen" option.

   (2) Press the RETURN key and examine Figure 66, an example of a printed file under the selection rule and the print option used. For a more complete discussion of the Printer Options, consult the Labels Format discussion in step 02 above.



```
File:    DB00695.005                                                   Page 1
Report: ACIDS.BASES                                                   89MAY24
Selection: COLOR AFTER IND ADD contains PINK
TEAM NO     CHEMICAL NO  CHEMICAL NAM COLOR AFTER  BASIC        ACIDIC
----------- ------------ ------------ ------------ ------------ ------------

1           1            Water        Pink                      X

1           2            Soda Water   Pink                      X

2           1            Water        Pink                      X

2           2            Soda Water   Pink                      X

3           1            Water        Pink                      X


Press Space Bar to continue                                     475K Avai
```

Figure 66. A Portion Of The File Printed To The Screen.

OBTAINING HELP WITH APPLEWORKS
V1.3 DATA BASE FILES
FOR THE APPLE IIe COMPUTER

FIRST EDITION

By

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INTRODUCTION

"Obtaining Help With AppleWorks V1.3 Data Base Files For The Apple IIe Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIe computers which having a Duodisk or two disk drives. In addition, it can be used with Apple IIe computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using Duodisk drive. Version (V) 1.3 of the AppleWorks program also was used during its development. The pictures one sees in the Figures provided below are those that will be seen when V1.3 of the AppleWorks program is used. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. There, however, may be some slight differences in both the pictures one sees on the monitor screen and the procedures to be followed. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.
2. Two disk drives or a Duodisk drive.
3. A copy of the AppleWorks computer program V1.3.
4. One data disk on which there is a data base file stored.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.
2. Bootup the AppleWorks program.
3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIe computer operators should be able to find help with the various data base file manipulations they wish to do as they develop and use such files with V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

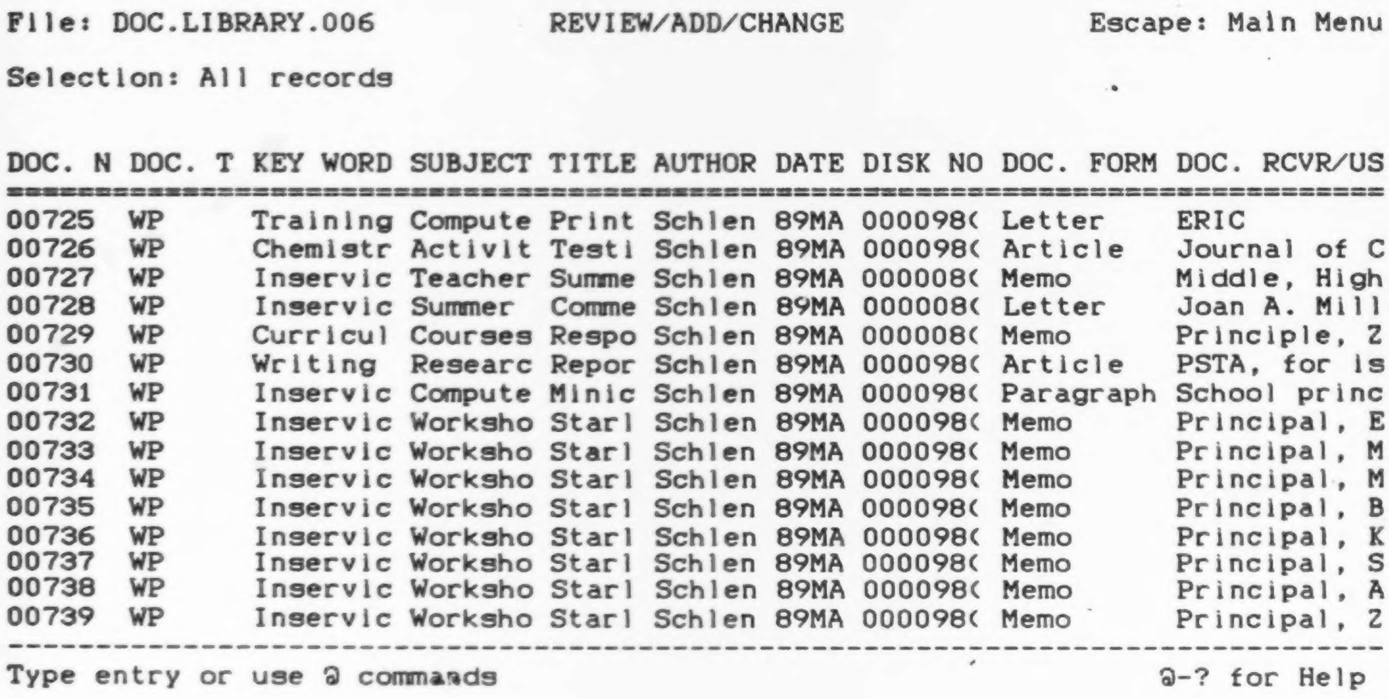
Mistakes found in this document are mine.

RMS

S
T
E
P
S

DIRECTIONS

01. In The Beginning. Bring your data base file on to the desktop. Your screen will appear similar to the example shown in Figure 1.



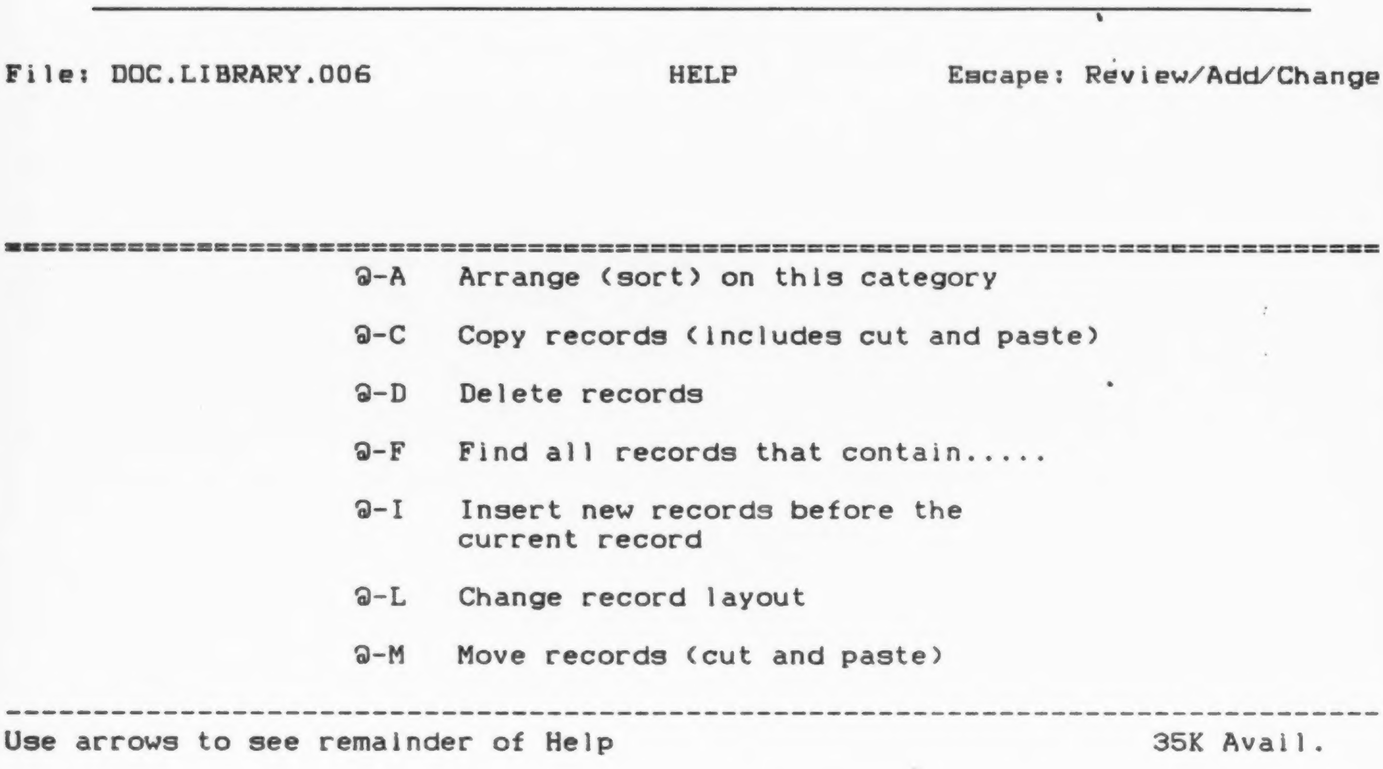
```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00735  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, B
00736  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, K
00737  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, S
00738  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, A
00739  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, Z
--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 1. Example Data Base File.

02. Help List.

a. Examining the list.

(1) Press the OPEN-APPLE key and while it is held down, press the "?" key. Your monitor screen will appear identical to the one shown in Figure 2.



```
File: DOC.LIBRARY.006                 HELP          Escape: Review/Add/Change

================================================================================
                        @-A   Arrange (sort) on this category

                        @-C   Copy records (includes cut and paste)

                        @-D   Delete records

                        @-F   Find all records that contain.....

                        @-I   Insert new records before the
                              current record

                        @-L   Change record layout

                        @-M   Move records (cut and paste)
--------------------------------------------------------------------------------
Use arrows to see remainder of Help                                  35K Avail.
```

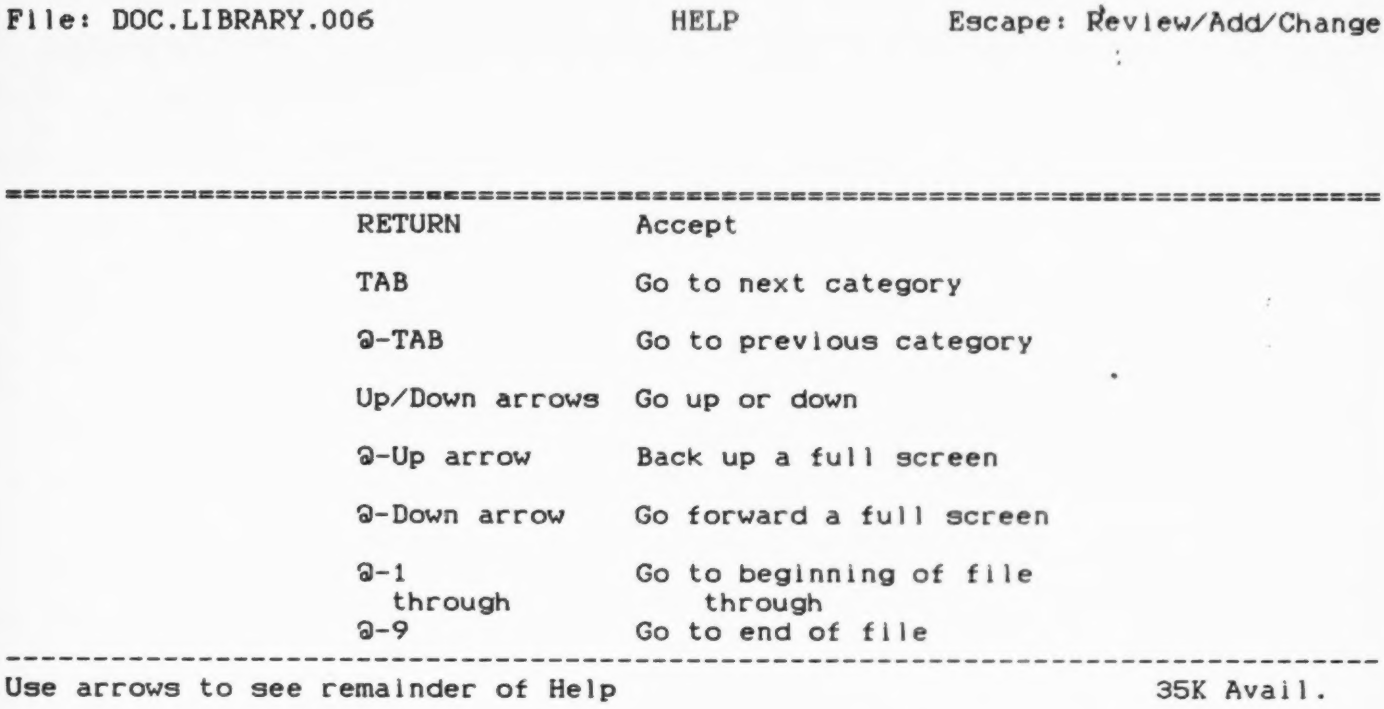
Figure 2. The Monitor Screen Showing One Third Of The Monitor Screen.

(2) Press the DOWN-ARROW key until OPEN-APPLE-N is at the top of the monitor screen. The screen now looks like Figure 3.

```
File: DOC.LIBRARY.006                HELP            Escape: Review/Add/Change

==============================================================================
                        @-N   Change name of file.  Insert,
                              delete, and rename categories

                        @-P   Print reports

                        @-R   Change record selection rules

                        @-V   Set/remove standard values for
                              a category

                        @-Z   Zoom In to one record, Zoom Out
                              to multiple records

                        @-"   Copy entry directly above
                              (multiple-record layout only)
------------------------------------------------------------------------------
Use arrows to see remainder of Help                                 35K Avail.
```

Figure 3. The Monitor Screen Showing The Second Third Of The Help List.

(3) Press the DOWN-ARROW key until RETURN is at the top of the screen. The monitor screen now shows the remainder of the help list (see Figure 4).



```
File: DOC.LIBRARY.006               HELP            Escape: Review/Add/Change



========================================================================
                   RETURN           Accept

                   TAB              Go to next category

                   @-TAB            Go to previous category

                   Up/Down arrows   Go up or down

                   @-Up arrow       Back up a full screen

                   @-Down arrow     Go forward a full screen

                   @-1              Go to beginning of file
                     through           through
                   @-9              Go to end of file
------------------------------------------------------------------------
Use arrows to see remainder of Help                            35K Avail.
```

Figure 4. The Last Third Of The Help List.

b. Copying the list.

(1) Insure that your printer is properly connected and has paper fed to it.

(2) Press the OPEN-APPLE and the "H" keys at the same time. This action will cause a screen dump or cause the printer to print exactly what is seen on the screen.

(3) When the printer stops printing, press the UP-ARROW key several times until OPEN-APPLE-N is at the top of the screen.

(4) Press the OPEN-APPLE and the "H" keys at the same time.

(5) When the printer stops printing, advance the paper to the beginning of the next page of paper.

(6) Press the UP-ARROW key several times until the original third of the "Help" list is shown on the screen.

(7) Press the OPEN-APPLE and the "H" keys at the same time.

c. Exiting the "Help" list. The options you have just copied cannot be used until you exit the OPEN-APPLE-H option. Press the ESC key once. Your screen now appears similar to the example shown in Figure 5.

```
File: DOC.LIBRARY.006           REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00735  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, B
00736  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, K
00737  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, S
00738  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, A
00739  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, Z
-------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

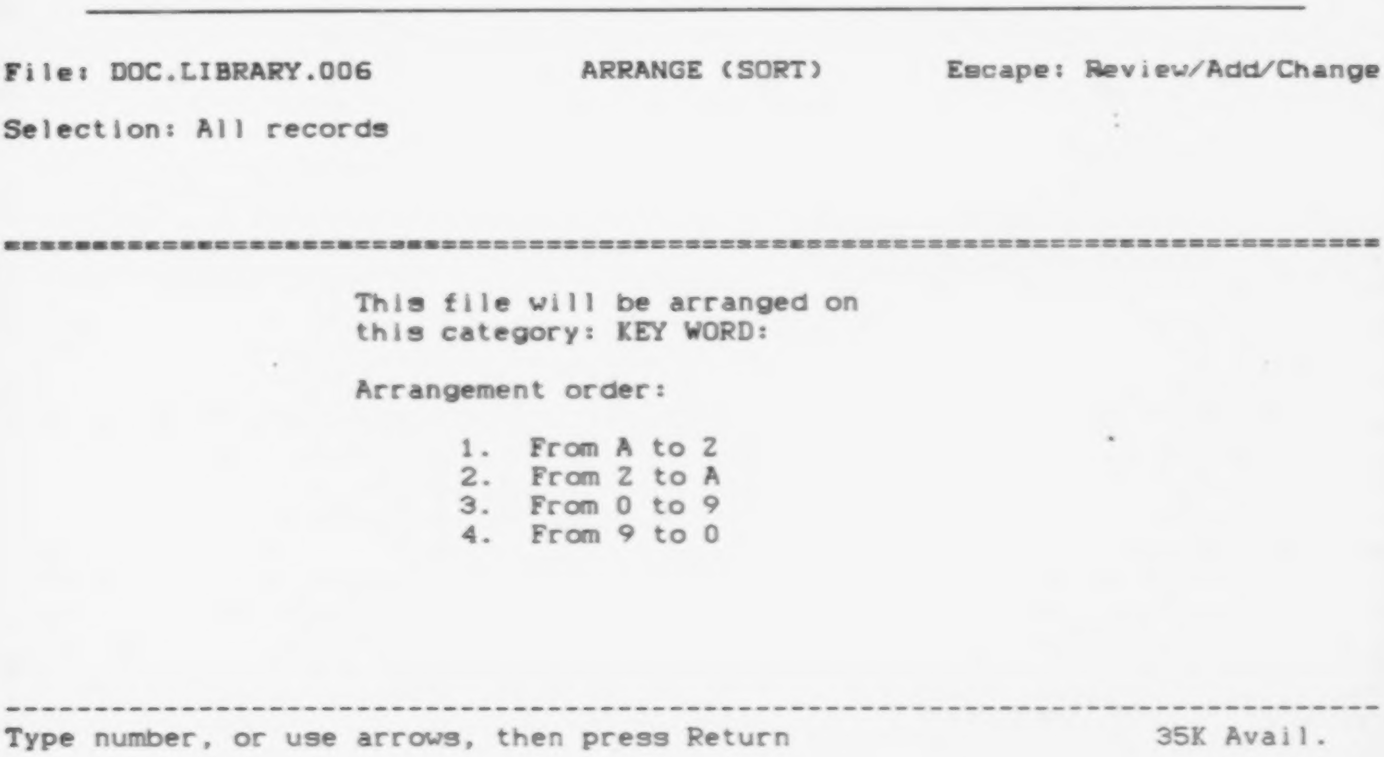
Figure 5. The Monitor Screen After Exiting The Help List.

d. Using the "Help" list options.

(1) Arranging the file.

(a) Place the cursor on the category you desire to arrange.

(b) Press the OPEN-APPLE and the "A" keys at the same time (see Figure 6).

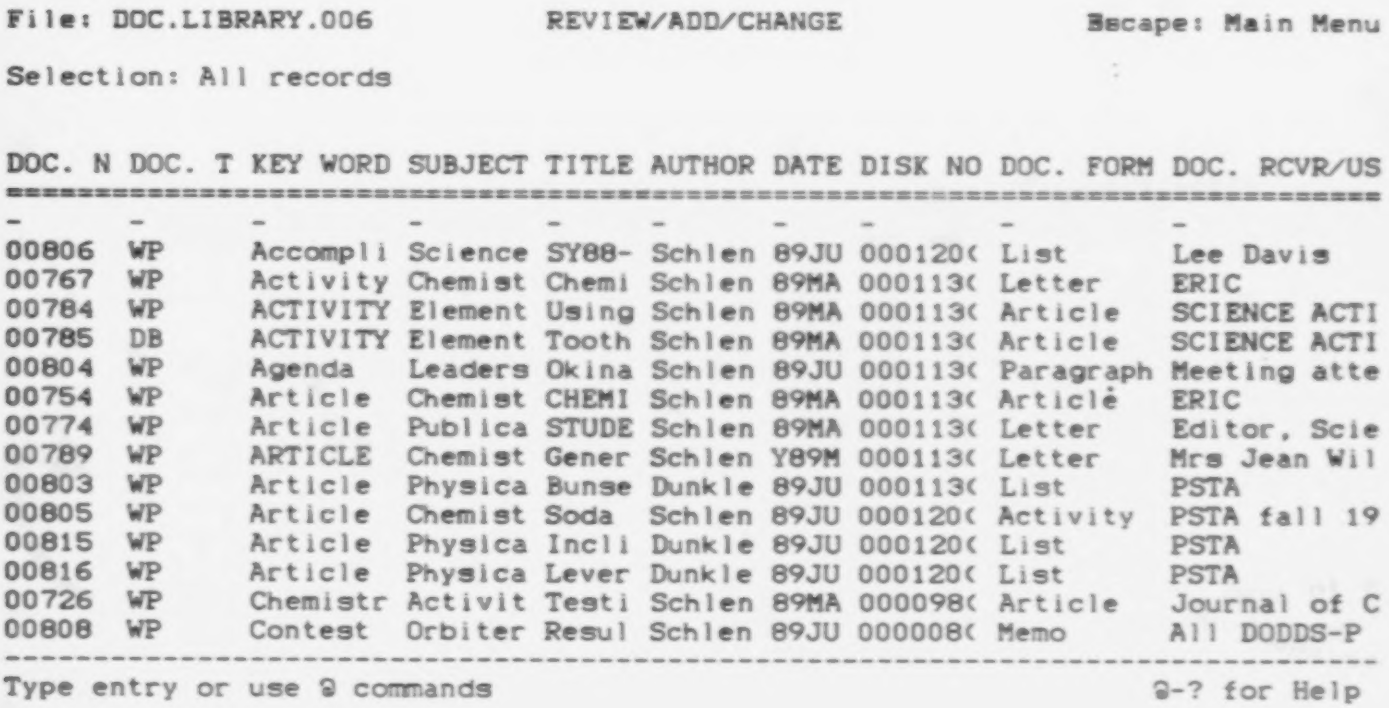


```
File: DOC.LIBRARY.006            ARRANGE (SORT)       Escape: Review/Add/Change

Selection: All records

==================================================================================
                    This file will be arranged on
                    this category: KEY WORD:

                    Arrangement order:

                          1.  From A to Z
                          2.  From Z to A
                          3.  From 0 to 9
                          4.  From 9 to 0

----------------------------------------------------------------------------------
Type number, or use arrows, then press Return                           35K Avail.
```

Figure 6. The Arrange Menu.

(c) Select the type of arrangement you want to do on the category.

(d) Press the RETURN key once. Figure 7 shows the result of a rearrangement.

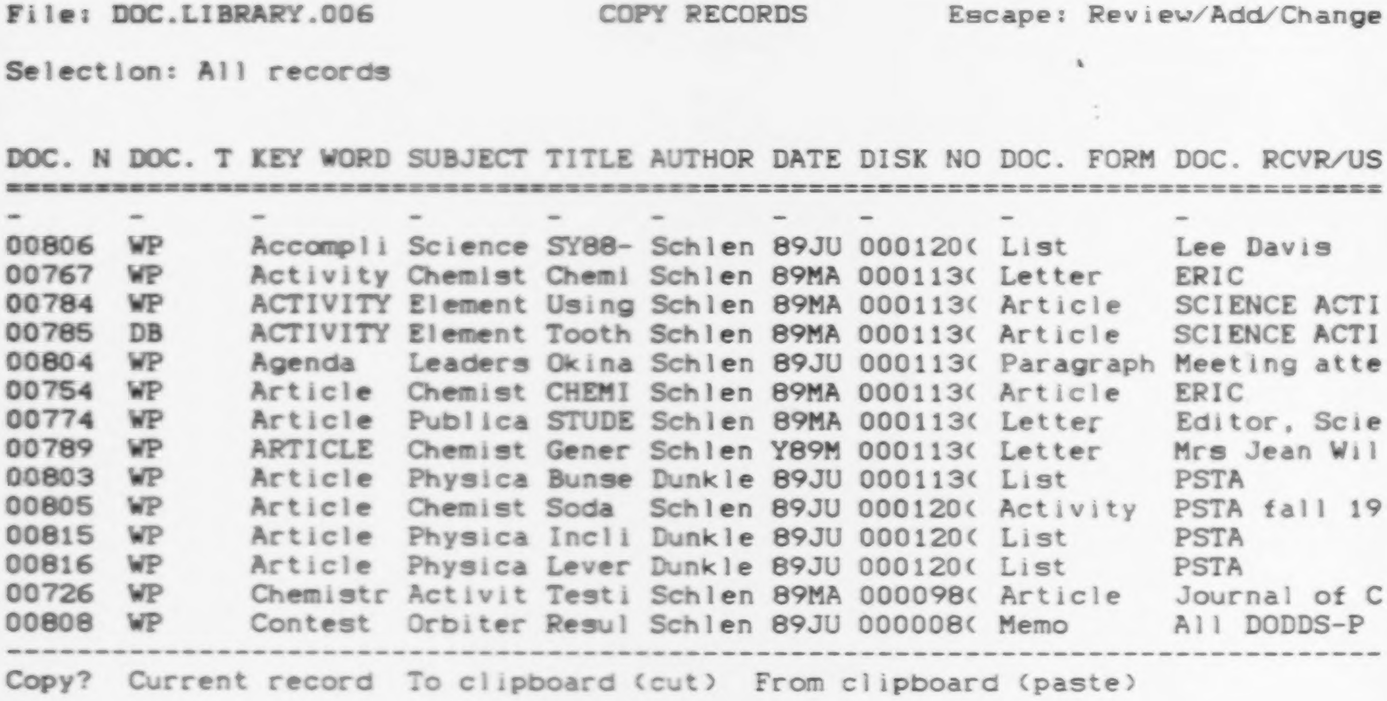


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 7. The Rearranged File.

(2) Copying part or all of the file.

(a) Press the OPEN-APPLE and the "C" keys at the same time. The screen changes to appear like the example shown in Figure 8.

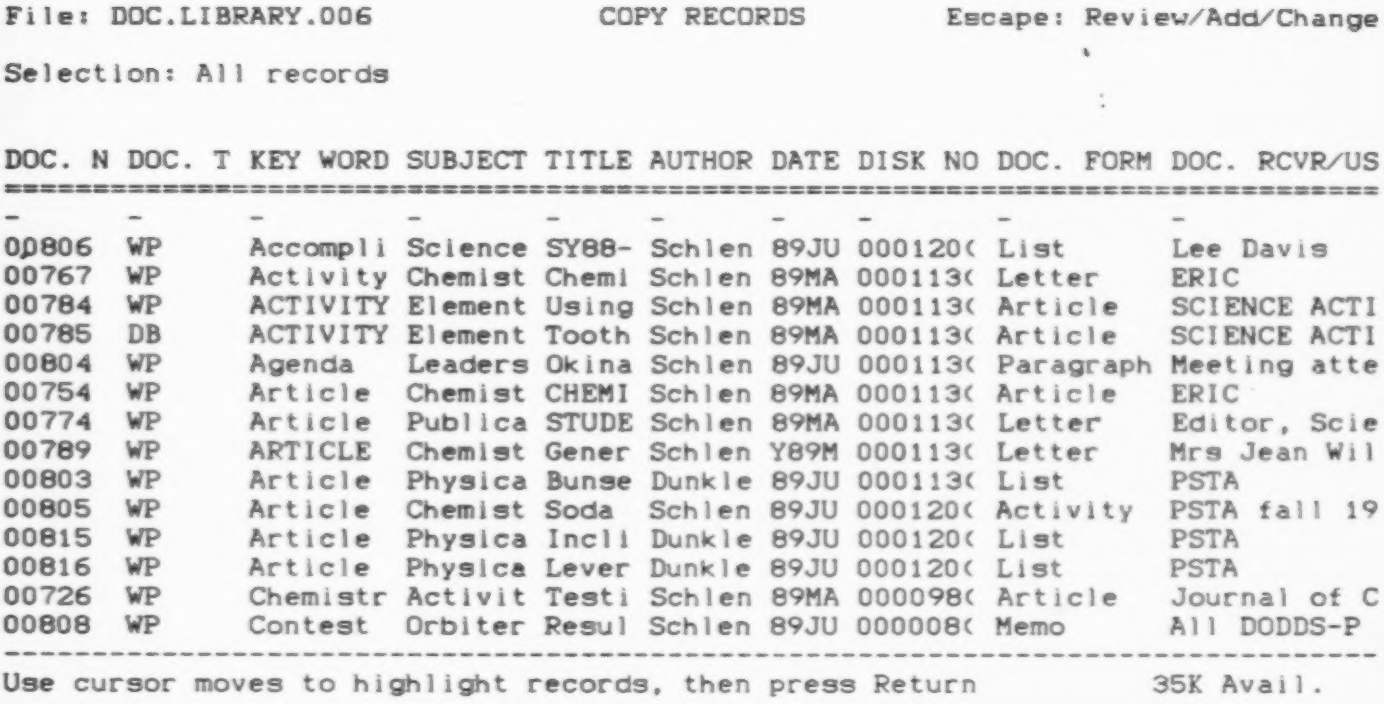


```
File: DOC.LIBRARY.006             COPY RECORDS         Escape: Review/Add/Change

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
--------------------------------------------------------------------------------
Copy?  Current record  To clipboard (cut)  From clipboard (paste)
```

Figure 8. The Monitor Screen Showing The Copy Function.

(b) The are three options. With "Current Record, To Clipboard" and, "From Clipboard."

(c) Highlight the, "To Clipboard" option and press RETURN (see Figure 9).

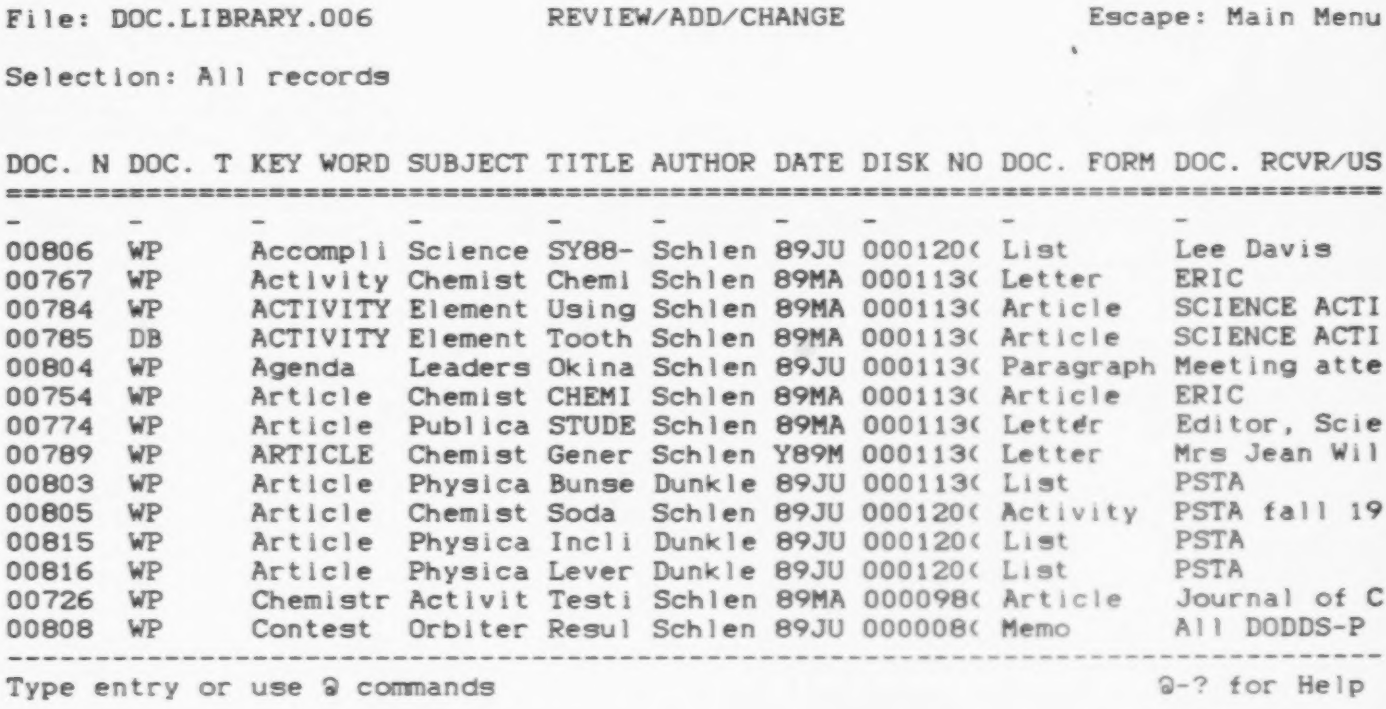


```
File: DOC.LIBRARY.006           COPY RECORDS       Escape: Review/Add/Change

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
-------------------------------------------------------------------------------
Use cursor moves to highlight records, then press Return         35K Avail.
```

Figure 9. The Monitor After Selecting The "To Clipboard " Option.

(d) Note the additional directions provided at the bottom of the screen. If you want to continue, use the ARROW keys as directed and then press the RETURN key once. When data base records are copied to the clipboard, they can be transferred from the clipboard to another data base file.

(e) Press the ESC key once and then compare the screen with the picture you see in Figure 10.

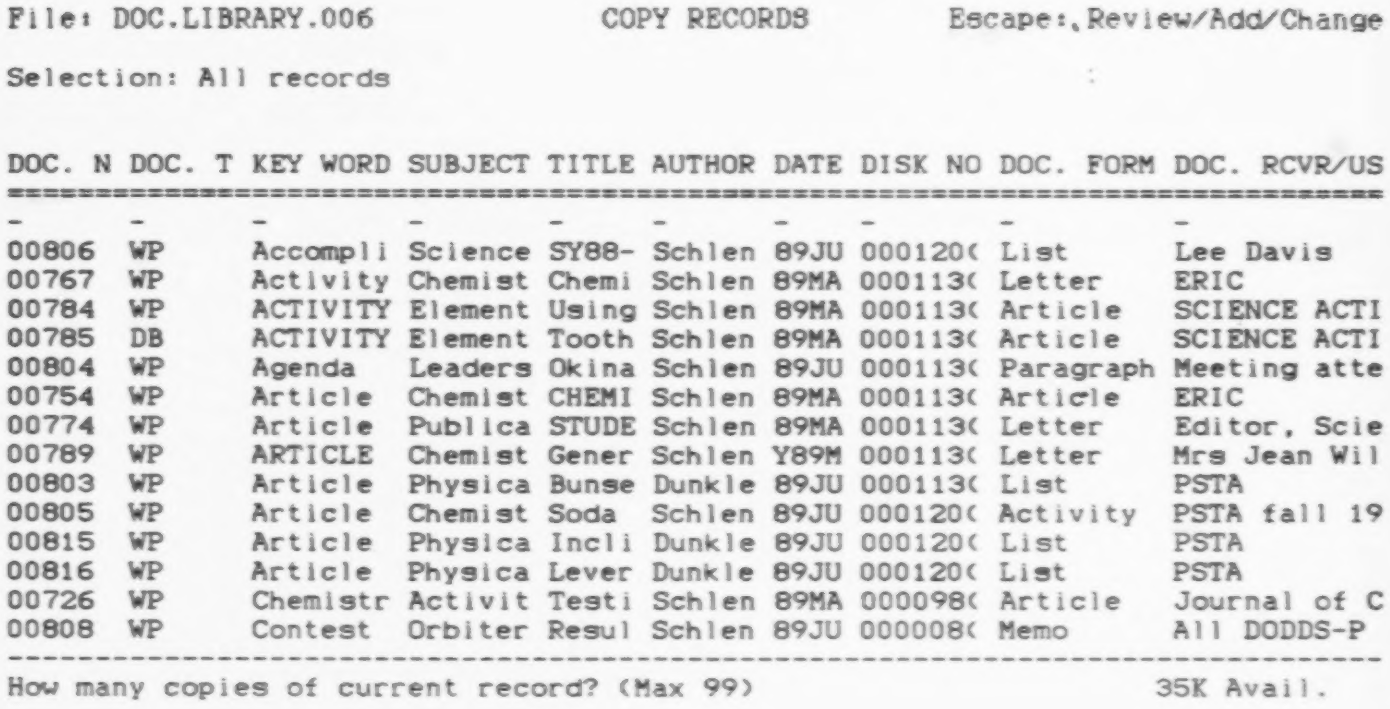


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 10. The Data Base File.

(f) Press the OPEN-APPLE and the "C" at the same time. This time, we'll copy individual records.

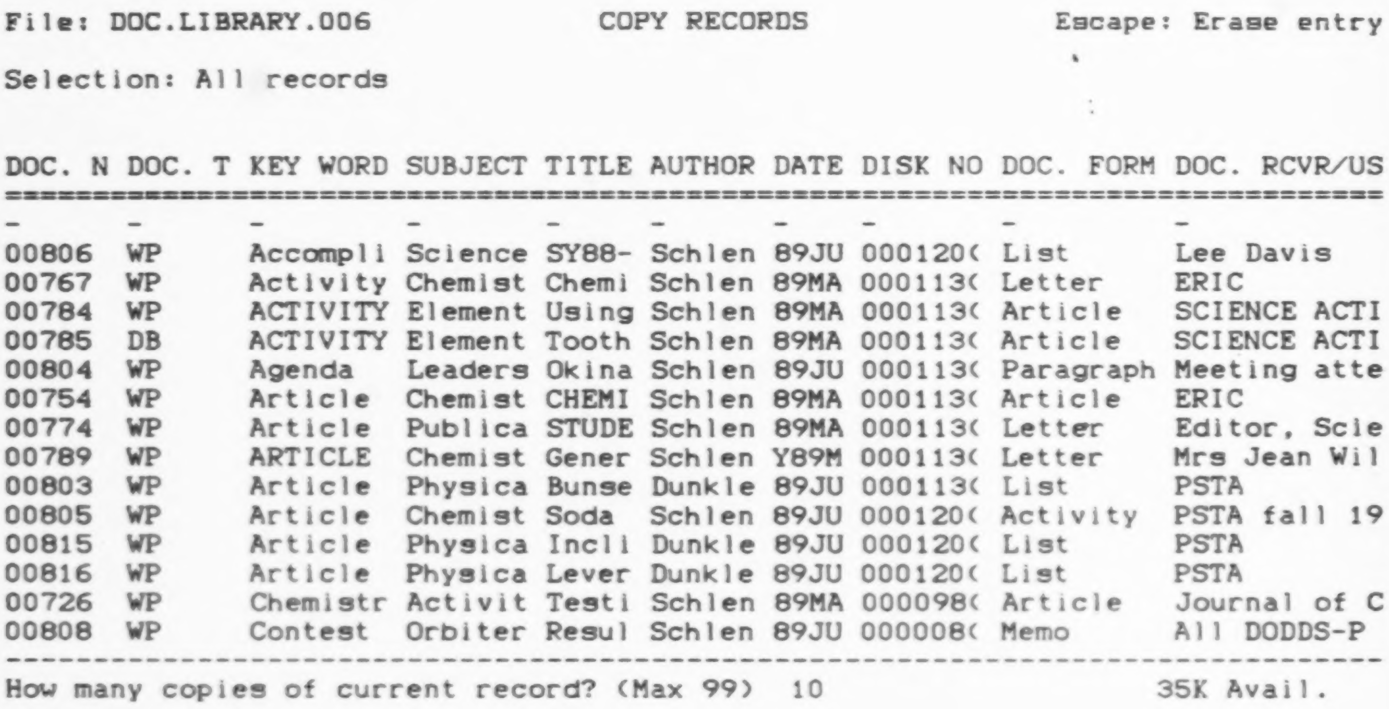
(g) With the "Current Record" selection highlighted, Press the RETURN key. The monitor screen should appear like the example shown in Figure 11.



```
File: DOC.LIBRARY.006              COPY RECORDS        Escape: Review/Add/Change

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
--------------------------------------------------------------------------------
How many copies of current record? (Max 99)                        35K Avail.
```

Figure 11. The Monitor Screen After Selecting The "Current Record" Option.

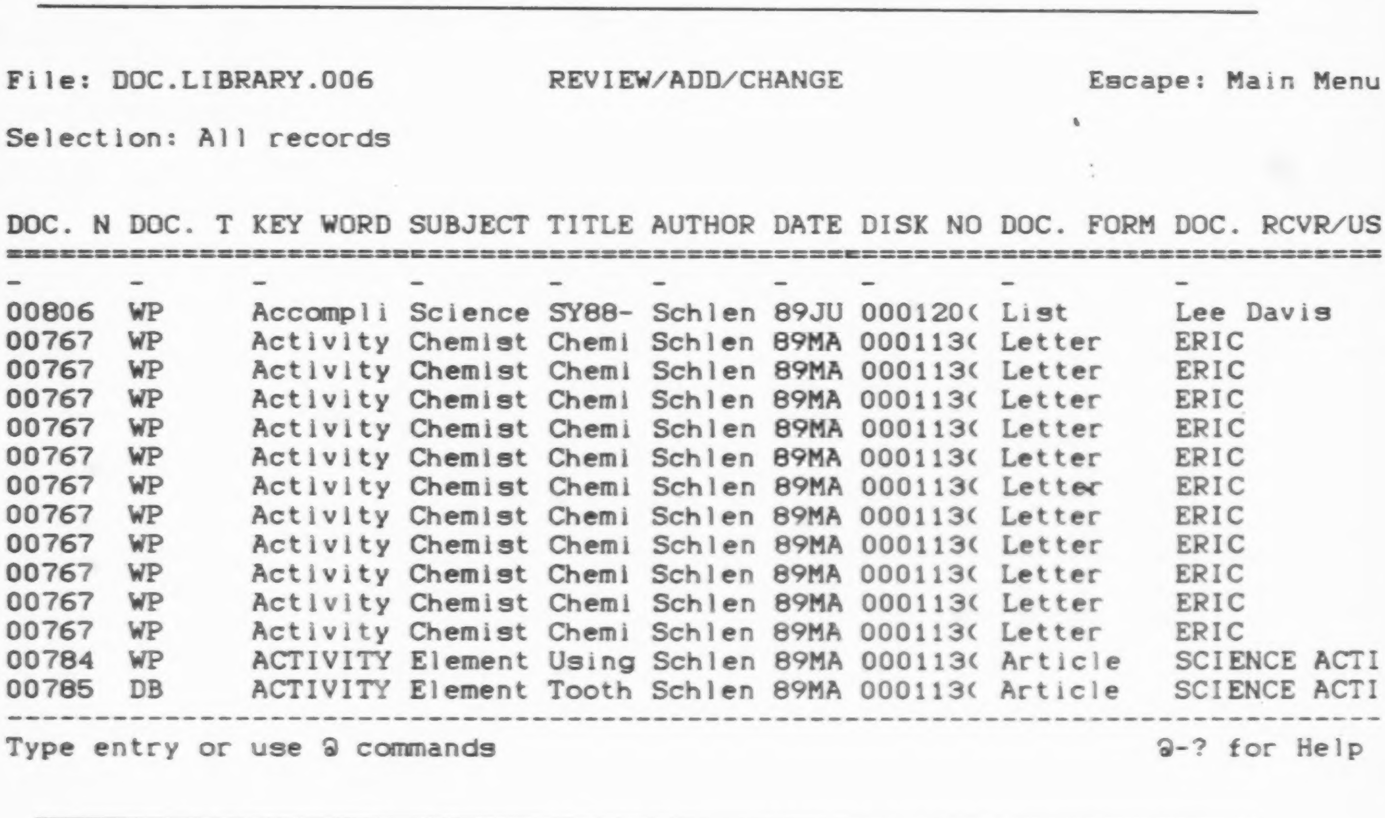
(h) With the cursor at the beginning of the record you wish to copy, type the number of copies you wish to make. Figure 12 shows an example of the monitor screen after you have complete this process.



```
File: DOC.LIBRARY.006               COPY RECORDS               Escape: Erase entry

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
--------------------------------------------------------------------------------
How many copies of current record? (Max 99)  10                   35K Avail.
```

Figure 12. The Monitor Screen With The Number Of Copies Typed.

(i) Press the RETURN key once and examine Figure 13. Notice that the record you wanted copied has been copied as many times as you requested.



```
File: DOC.LIBRARY.006         REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 13. The Monitor Screen Showing Multiple Copies Of a Record.

(3) Deleting part of a file.

  (a) Place the cursor under the first letter of the first duplicated record.

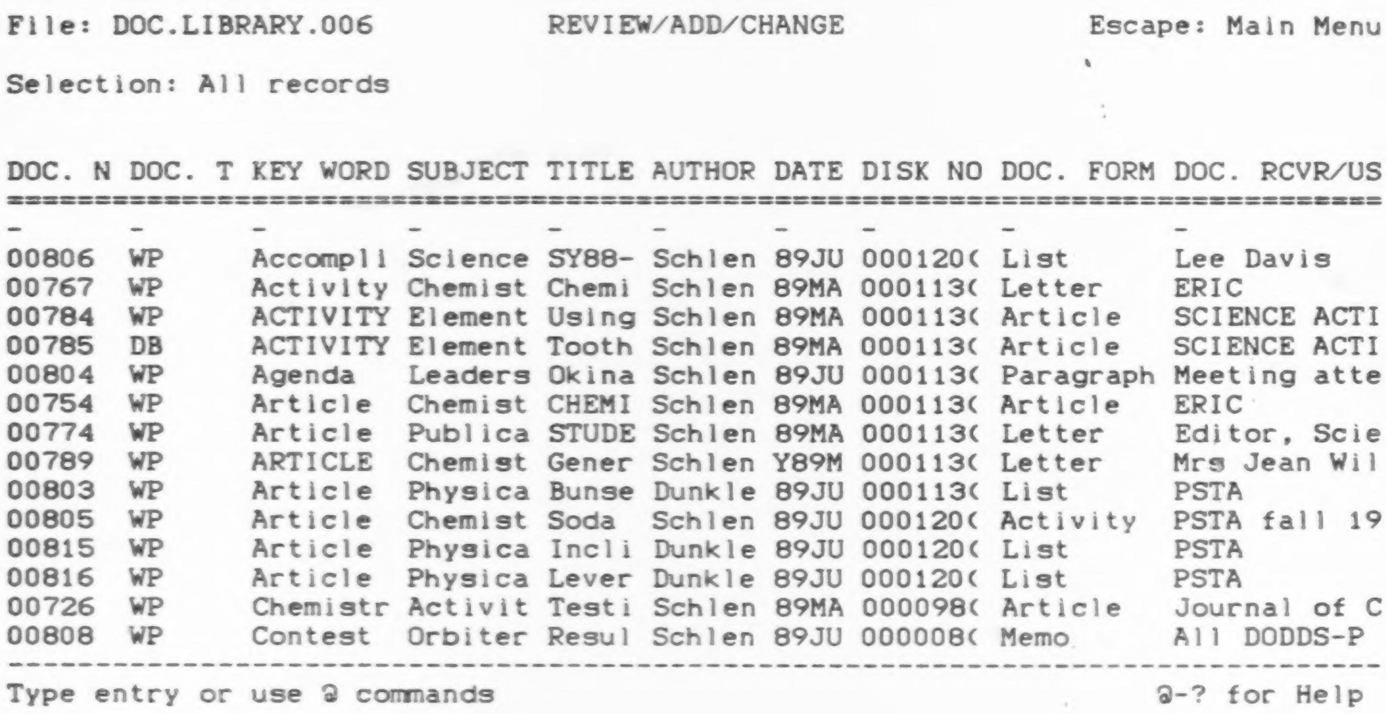
  (b) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 14).

```
File: DOC.LIBRARY.006            DELETE RECORDS        Escape: Review/Add/Change

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
--------------------------------------------------------------------------------
Use cursor moves to highlight records, then press Return          33K Avail.
```

Figure 14. The Monitor Screen Showing The Delete Option Selected.

(c) Follow the directions at the bottom of the screen, highlighting the remainder of the copies of the duplicated record.

(d) Press the Return key once and examine Figure 15.

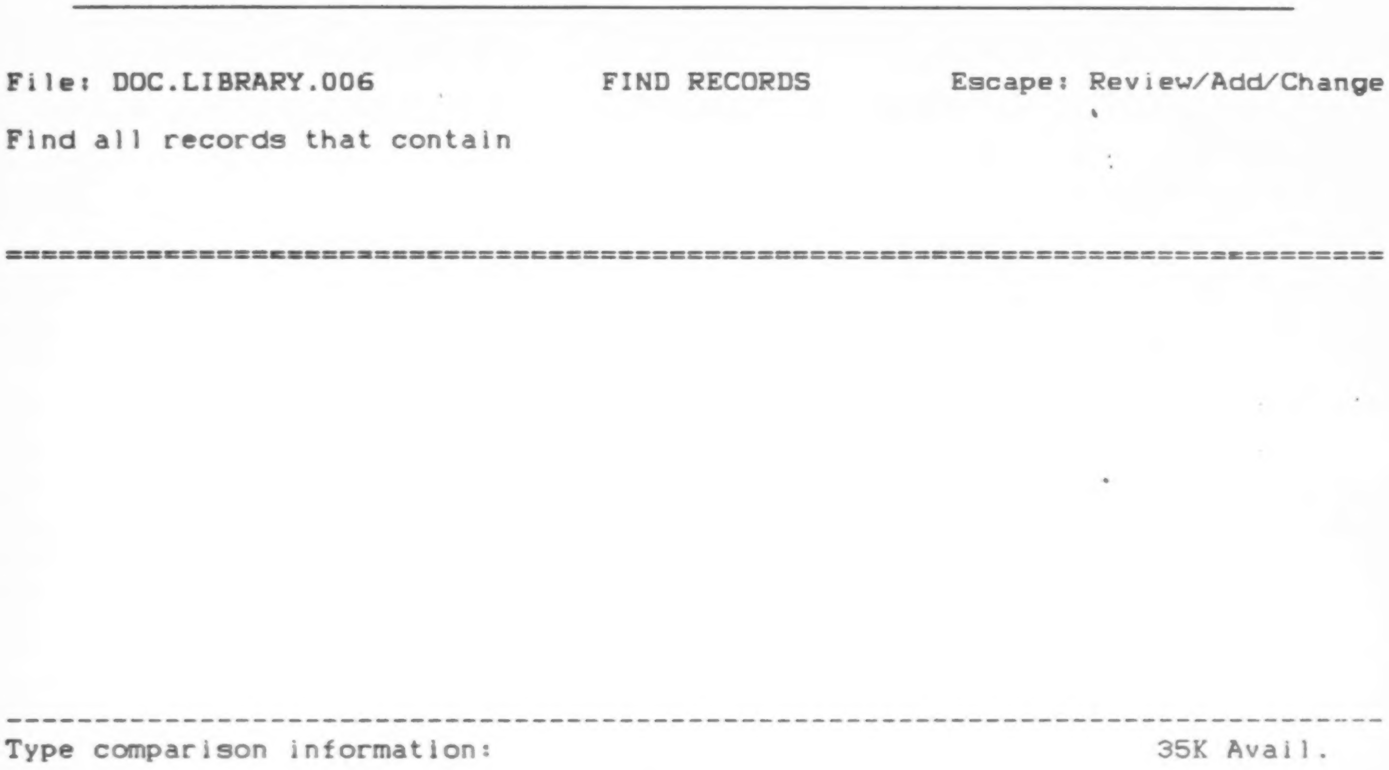


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
-------------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

Figure 15. The File After Deleting The Records That Were Duplicated.

(4) Finding a record.

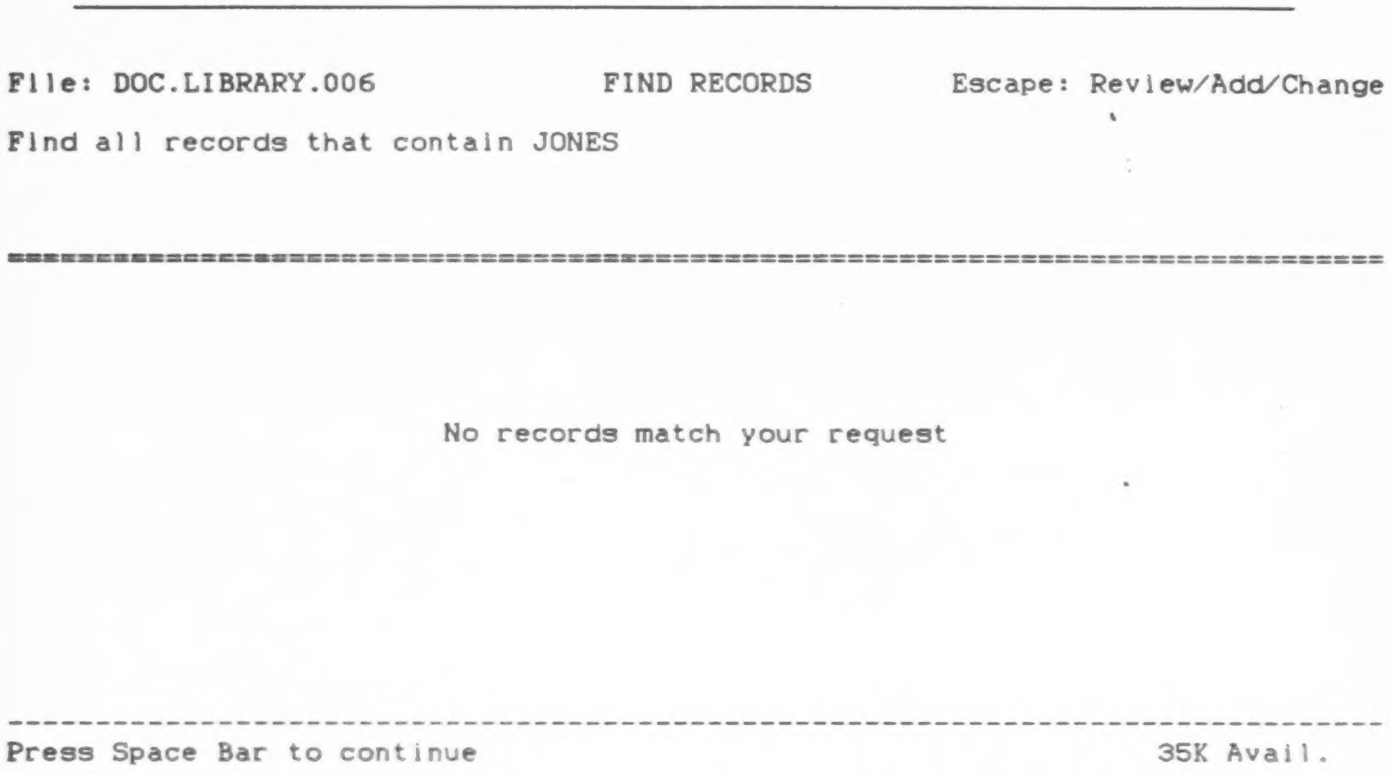
(a) Press the OPEN-APPLE and the "F" keys at the same time. Your screen will appear similar to the example shown in Figure 16.



```
File: DOC.LIBRARY.006          FIND RECORDS       Escape: Review/Add/Change

Find all records that contain


==============================================================================









------------------------------------------------------------------------------
Type comparison information:                                       35K Avail.
```

Figure 16. The Monitor Screen With The Find Function Selected.

(b) Type the word or words for which you want the computer to search. An example is shown in Figure 17. The computer will bring to the screen, all records containing the word or words for which it searched, or you will receive the message shown in Figure 17.

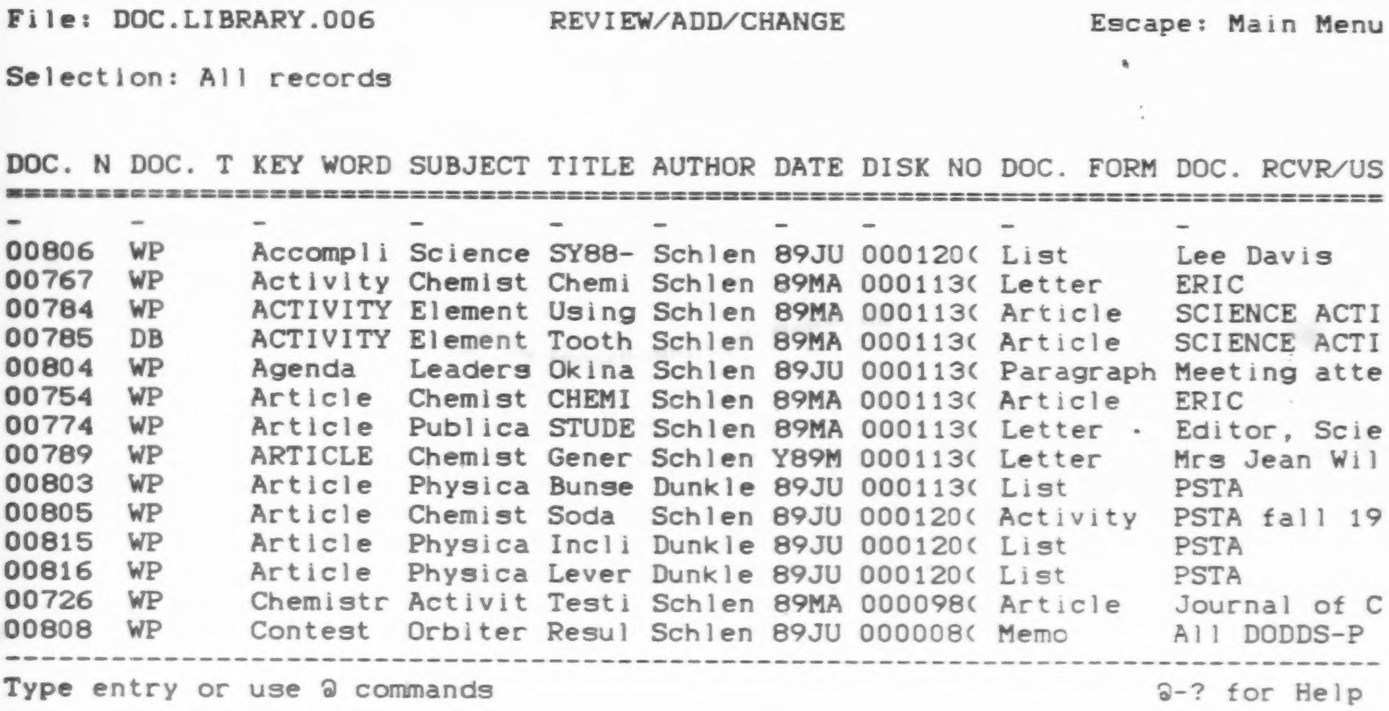


```
File: DOC.LIBRARY.006           FIND RECORDS        Escape: Review/Add/Change

Find all records that contain JONES


================================================================================



                         No records match your request






--------------------------------------------------------------------------------
Press Space Bar to continue                                          35K Avail.
```

Figure 17. The Monitor Screen Showing That None Of The Records In The Data Base Contain The Information Contained In The Selection Rule.

(c) Press the SPACE BAR once.

(d) Press the ESC key twice to return to the data base. Your monitor screen again appears similar to the example shown in Figure 18.



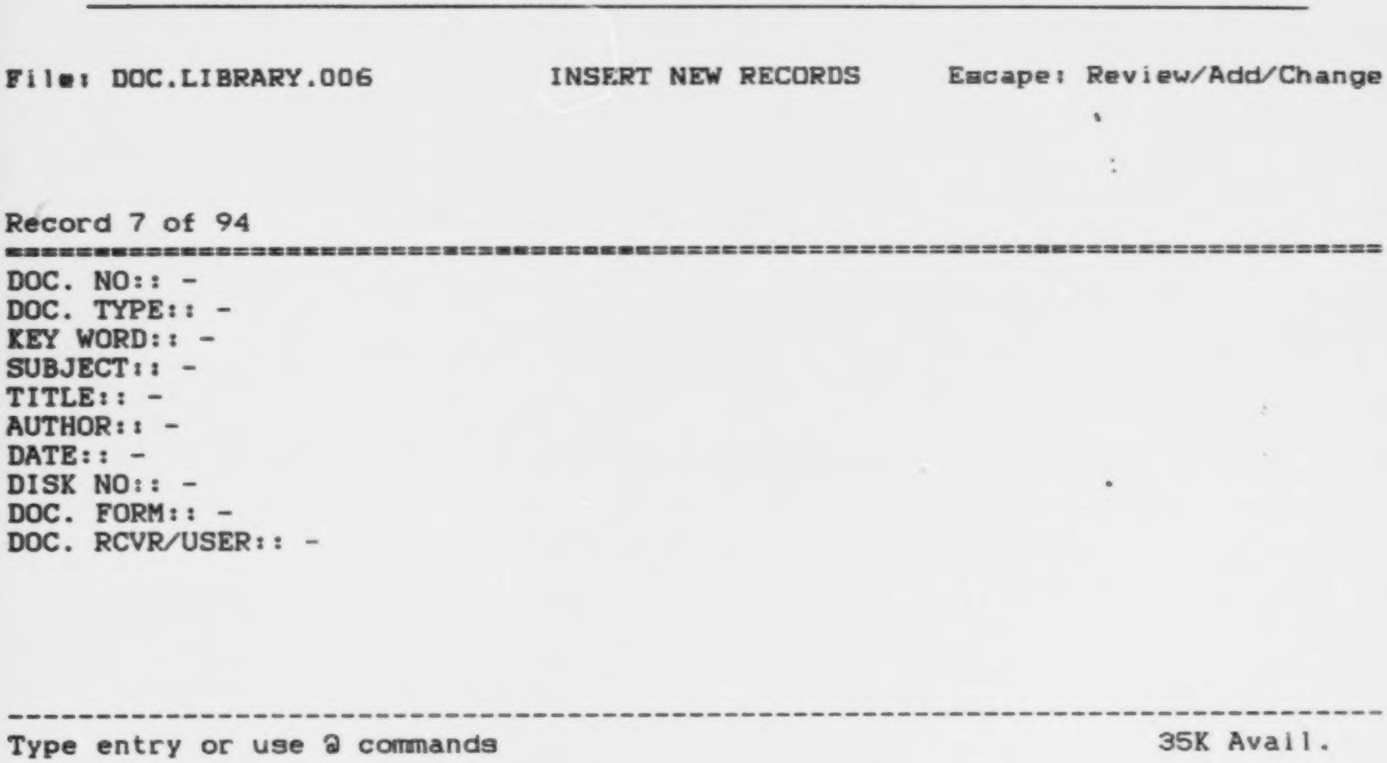
```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00808  WP     Contest  Orbiter Resul Schlen 89JU 000008( Memo      All DODDS-P
-------------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 18. The Data Base File

(5) Inserting one or more additional records.

(a) Place the cursor under the first letter of the record before which you want to insert an additional record.

(b) Press the OPEN-APPLE and the "I" key at the same time. Your screen should now appear like the example shown in Figure 19.

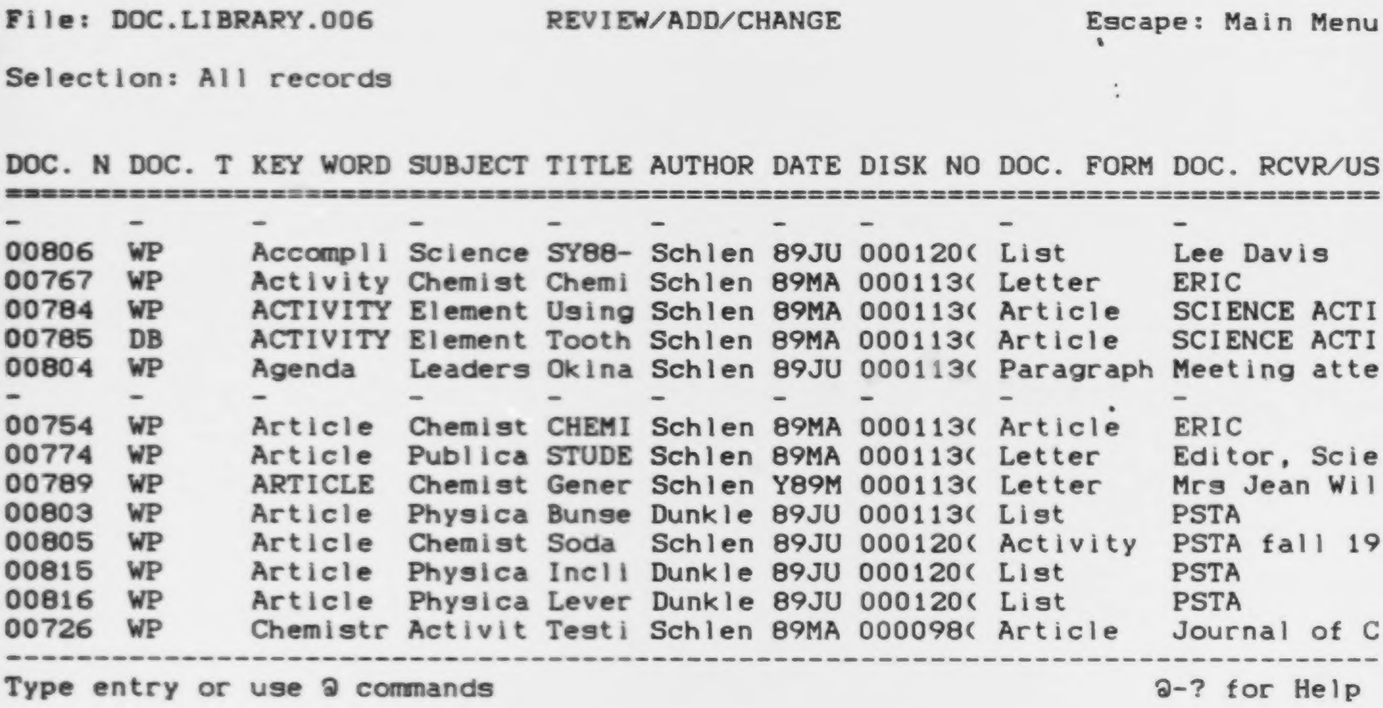


```
File: DOC.LIBRARY.006          INSERT NEW RECORDS     Escape: Review/Add/Change



Record 7 of 94
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -




--------------------------------------------------------------------------------
Type entry or use @ commands                                          35K Avail.
```

Figure 19. The Monitor Screen With The Insert Option Selected.

(c) Press the RETURN key once or type information in the first category and then press the RETURN key once.

(d) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 20).



```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
==============================================================================
-      -      -        -       -     -      -    -       -         -
00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Chemi Schlen 89MA 000113( Letter    ERIC
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00804  WP     Agenda   Leaders Okina Schlen 89JU 000113( Paragraph Meeting atte
-      -      -        -       -     -      -    -       -         -
00754  WP     Article  Chemist CHEMI Schlen 89MA 000113( Article   ERIC
00774  WP     Article  Publica STUDE Schlen 89MA 000113( Letter    Editor, Scie
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00803  WP     Article  Physica Bunse Dunkle 89JU 000113( List      PSTA
00805  WP     Article  Chemist Soda  Schlen 89JU 000120( Activity  PSTA fall 19
00815  WP     Article  Physica Incli Dunkle 89JU 000120( List      PSTA
00816  WP     Article  Physica Lever Dunkle 89JU 000120( List      PSTA
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
------------------------------------------------------------------------------
Type entry or use @ commands                                   @-? for Help
```

Figure 20. The Data Base With A New Record Inserted.

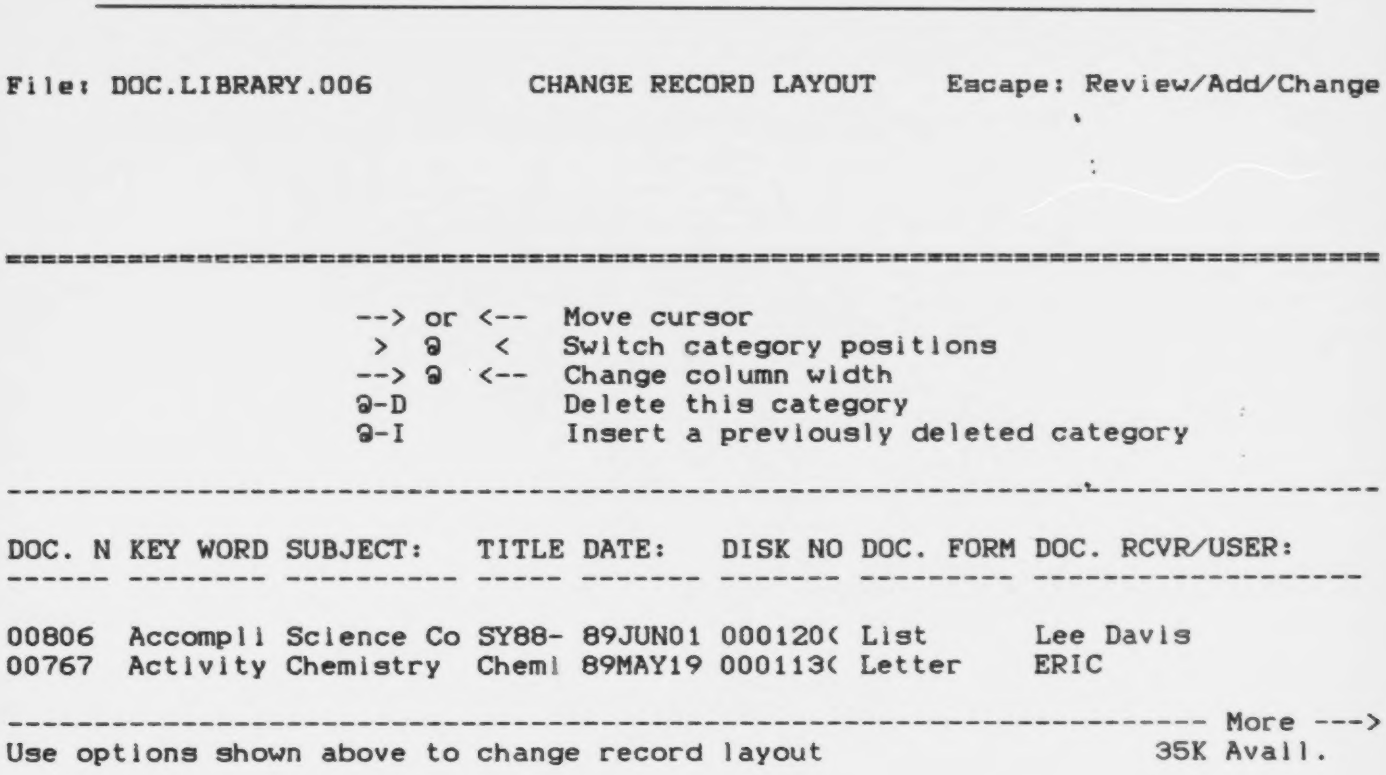
(6) Changing the record layout.

(a) Press the OPEN-APPLE and "L" keys at the same time (see Figure 21).

```
File: DOC.LIBRARY.006         CHANGE RECORD LAYOUT    Escape: Review/Add/Change



================================================================================

                    --> or <--  Move cursor
                     >   @   <  Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category

--------------------------------------------------------------------------------

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
------ ------ -------- ------- ----- ------ ---- ------- --------- ------------

00806  WP     Accompli Science SY88- Schlen 89JU 000120( List      Lee Davis
00767  WP     Activity Chemist Cheml Schlen 89MA 000113( Letter    ERIC

----------------------------------------------------------------------- More --->
Use options shown above to change record layout                    35K Avail.
```

Figure 21. The Monitor Screen With The Layout Option Selected.

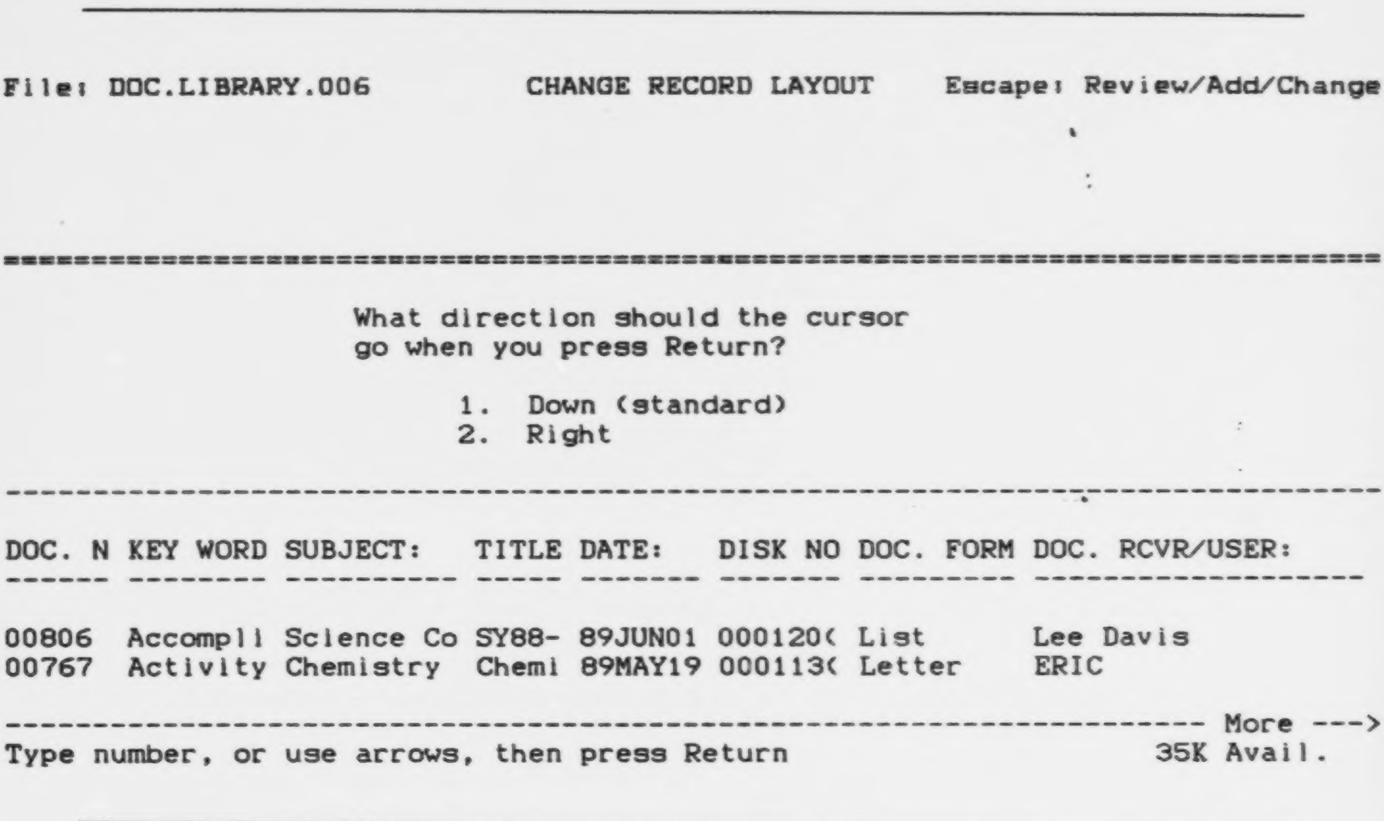
(b) Alter the file using the directions provided on the screen. A point to remember here is that no matter what action you take, like deleting the wrong category etc., the information is not lost as long as the computer remains energized. In addition, if the original file was saved on a data disk, it is still there (see Figure 22).



```
File: DOC.LIBRARY.006          CHANGE RECORD LAYOUT    Escape: Review/Add/Change

================================================================================

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category
--------------------------------------------------------------------------------

DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
------ -------- ---------- ----- ------- ------- --------- -------------------

00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC

----------------------------------------------------------------------- More --->
Use options shown above to change record layout                       35K Avail.
```

Figure 22. The Monitor Screen Showing The Altered Data Base File.

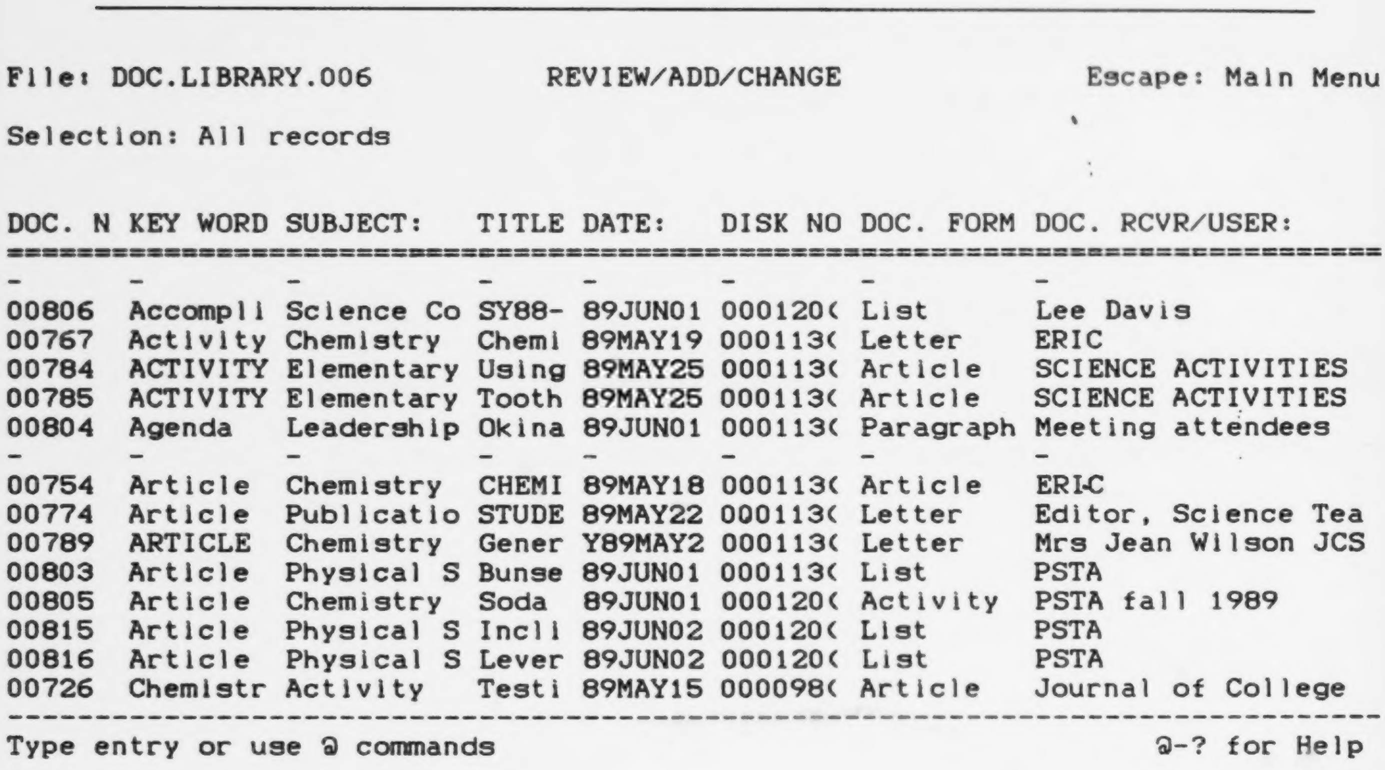
(c) Press the ESC key once (see Figure 23).



```
File: DOC.LIBRARY.006        CHANGE RECORD LAYOUT    Escape: Review/Add/Change

================================================================================
                    What direction should the cursor
                    go when you press Return?

                          1.  Down (standard)
                          2.  Right
--------------------------------------------------------------------------------
DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
------ -------- ---------- ----- ------- ------- --------- -------------------

00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC

---------------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                       35K Avail.
```

Figure 23. Escaping The Alter Layout Process.

(d) Press the ESC key once (see Figure 24).

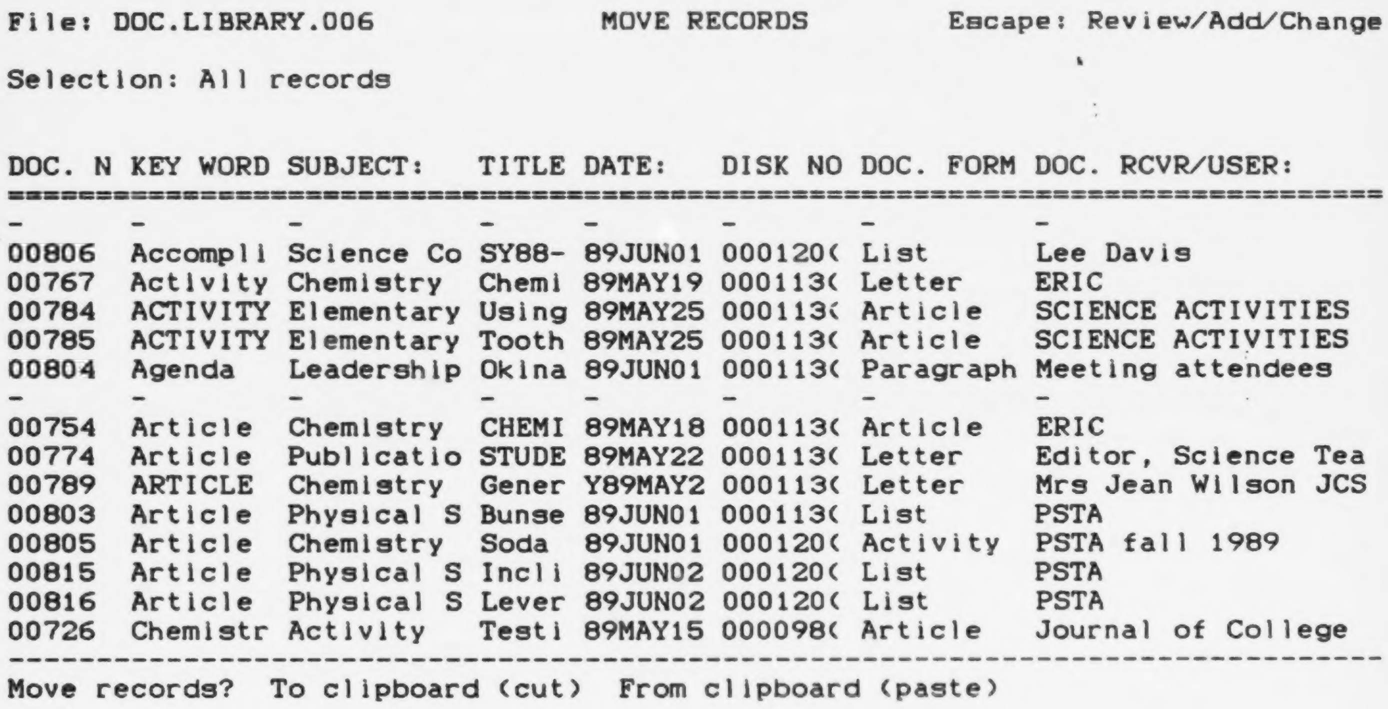


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
================================================================================
-      -        -          -     -       -       -         -
00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC
00784  ACTIVITY Elementary Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00785  ACTIVITY Elementary Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00804  Agenda   Leadership Okina 89JUN01 000113( Paragraph Meeting attendees
-      -        -          -     -       -       -         -
00754  Article  Chemistry  CHEMI 89MAY18 000113( Article   ERIC
00774  Article  Publicatio STUDE 89MAY22 000113( Letter    Editor, Science Tea
00789  ARTICLE  Chemistry  Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCS
00803  Article  Physical S Bunse 89JUN01 000113( List      PSTA
00805  Article  Chemistry  Soda  89JUN01 000120( Activity  PSTA fall 1989
00815  Article  Physical S Incli 89JUN02 000120( List      PSTA
00816  Article  Physical S Lever 89JUN02 000120( List      PSTA
00726  Chemistr Activity   Testi 89MAY15 000098( Article   Journal of College
--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 24. The Monitor Screen Showing An Example Of An Altered File.

(7) Moving records.

(a) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 25).



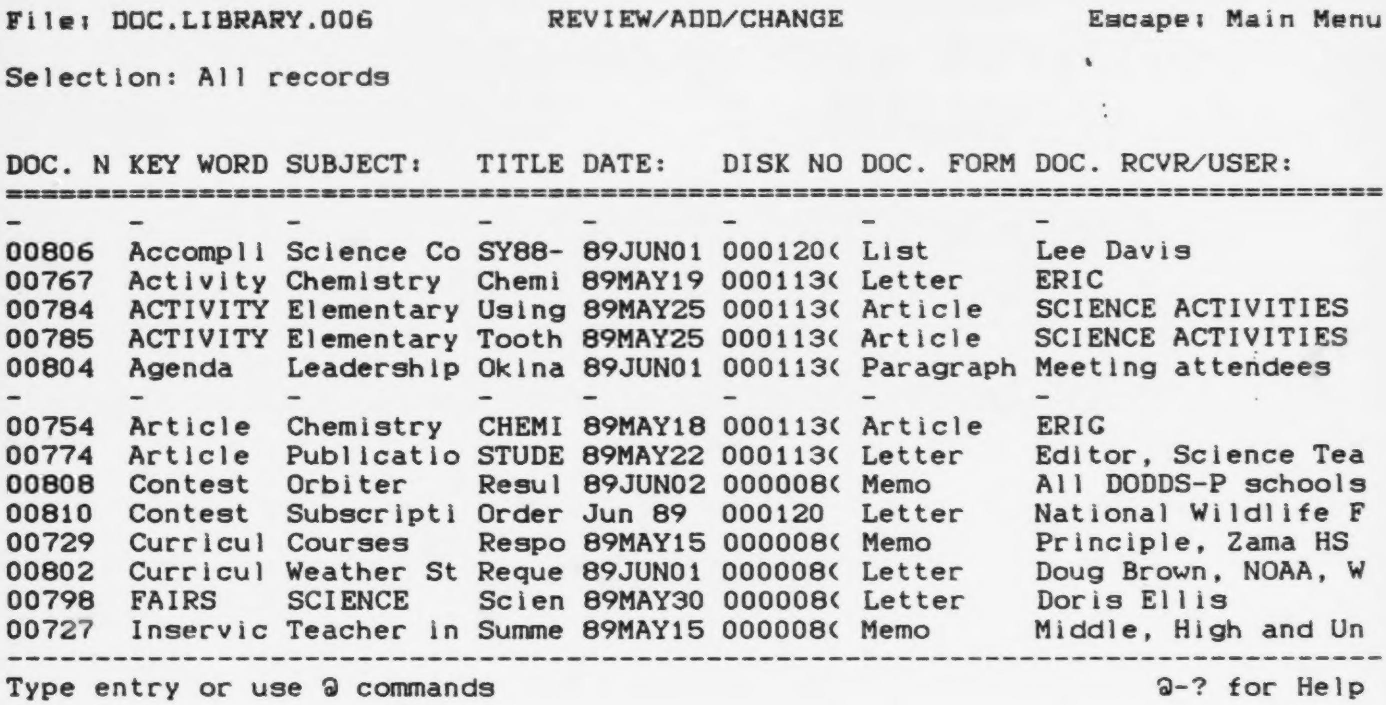
```
File: DOC.LIBRARY.006             MOVE RECORDS       Escape: Review/Add/Change

Selection: All records


DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
===============================================================================
-      -        -          -     -       -       -         -
00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC
00784  ACTIVITY Elementary Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00785  ACTIVITY Elementary Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00804  Agenda   Leadership Okina 89JUN01 000113( Paragraph Meeting attendees
-      -        -          -     -       -       -         -
00754  Article  Chemistry  CHEMI 89MAY18 000113( Article   ERIC
00774  Article  Publicatio STUDE 89MAY22 000113( Letter    Editor, Science Tea
00789  ARTICLE  Chemistry  Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCS
00803  Article  Physical S Bunse 89JUN01 000113( List      PSTA
00805  Article  Chemistry  Soda  89JUN01 000120( Activity  PSTA fall 1989
00815  Article  Physical S Incli 89JUN02 000120( List      PSTA
00816  Article  Physical S Lever 89JUN02 000120( List      PSTA
00726  Chemistr Activity   Testi 89MAY15 000098( Article   Journal of College
-------------------------------------------------------------------------------
Move records?  To clipboard (cut)  From clipboard (paste)
```

Figure 25. The Monitor Screen After The Move Option Has Been Entered.

(b) Select the "To Clipboard" option by pressing the RETURN key once.

(c) Using the DOWN-ARROW key, highlight the records you want to move.

(d) Press the RETURN key once (see Figure 26).



```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
==============================================================================
-      -        -          -     -       -       -         -
00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC
00784  ACTIVITY Elementary Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00785  ACTIVITY Elementary Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00804  Agenda   Leadership Okina 89JUN01 000113( Paragraph Meeting attendees
-      -        -          -     -       -       -         -
00754  Article  Chemistry  CHEMI 89MAY18 000113( Article   ERIG
00774  Article  Publicatio STUDE 89MAY22 000113( Letter    Editor, Science Tea
00808  Contest  Orbiter    Resul 89JUN02 000008( Memo      All DODDS-P schools
00810  Contest  Subscripti Order Jun 89  000120  Letter    National Wildlife F
00729  Curricul Courses    Respo 89MAY15 000008( Memo      Principle, Zama HS
00802  Curricul Weather St Reque 89JUN01 000008( Letter    Doug Brown, NOAA, W
00798  FAIRS    SCIENCE    Scien 89MAY30 000008( Letter    Doris Ellis
00727  Inservic Teacher in Summe 89MAY15 000008( Memo      Middle, High and Un
------------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

Figure 26. The Monitor Screen Showing The File After The Records Have Been Moved To The Clipboard.

(e) Move the cursor under the first letter of the first in the record below which you want to move the records you placed on the clipboard in the previous step. Note that the records do not need to be reinserted in this data base file but can be moved to another.

(f) Press the OPEN-APPLE and the "M" keys at the same time.

(g) Highlight the "From Clipboard" option using the RIGHT-ARROW key.

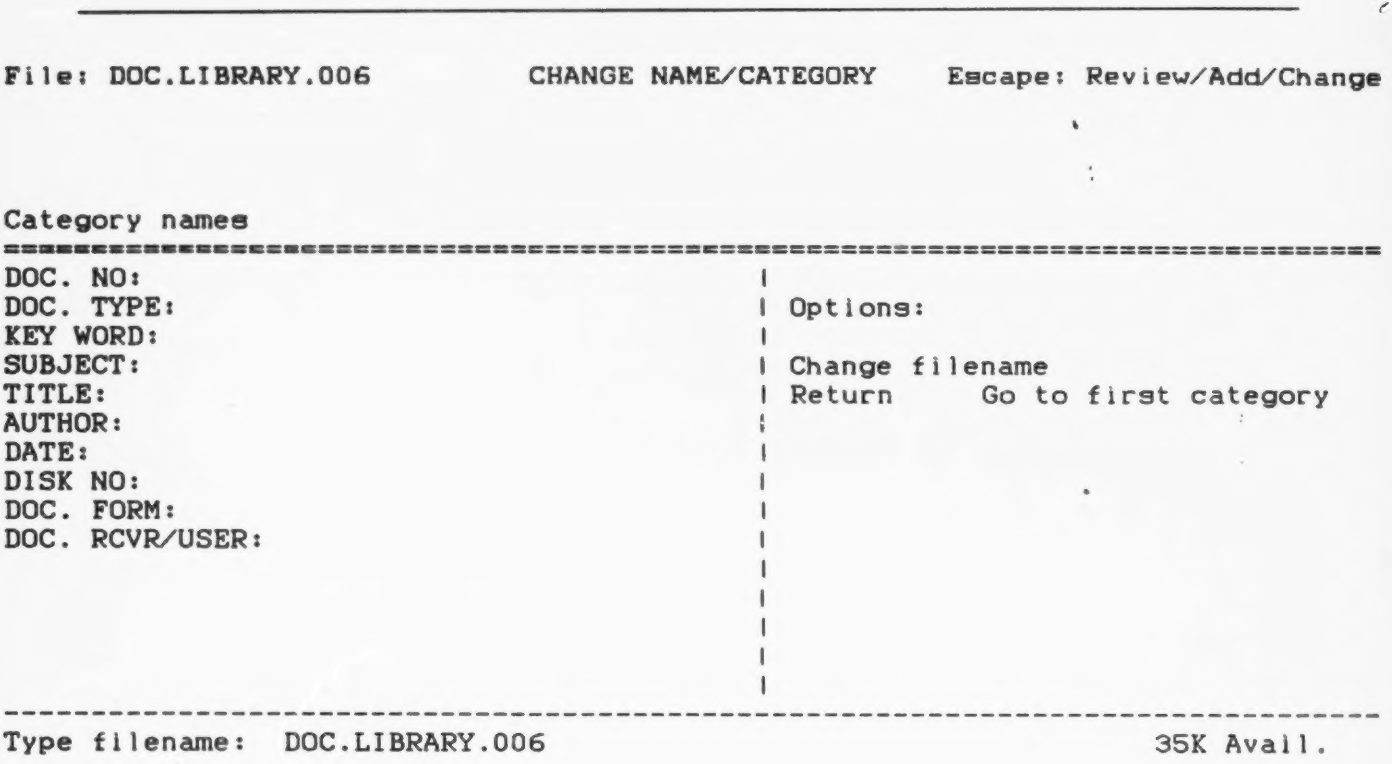
(h) Press the RETURN key and then compare your monitor screen with the example shown in Figure 27.

```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
==============================================================================
00789  ARTICLE  Chemistry  Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCS
00803  Article  Physical S Bunse 89JUN01 000113( List      PSTA
00805  Article  Chemistry  Soda  89JUN01 000120( Activity  PSTA fall 1989
00815  Article  Physical S Incli 89JUN02 000120( List      PSTA
00816  Article  Physical S Lever 89JUN02 000120( List      PSTA
00726  Chemistr Activity   Testi 89MAY15 000098( Article   Journal of College
-      -        -          -     -       -       -         -
00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee·Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC
00784  ACTIVITY Elementary Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00785  ACTIVITY Elementary Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00804  Agenda   Leadership Okina 89JUN01 000113( Paragraph Meeting attendees
-      -        -          -     -       -       -         -
00754  Article  Chemistry  CHEMI 89MAY18 000113( Article   ERIC
00774  Article  Publicatio STUDE 89MAY22 000113( Letter    Editor, Science Tea
------------------------------------------------------------------------------
Type entry or use ə commands                                      ə-? for Help
```

Figure 27. The Monitor Screen Showing The File After Moving Several Files.

(8) Changing file names. This is an extremely important option because it allows you to change the name of a file and store it without destroying the original file.

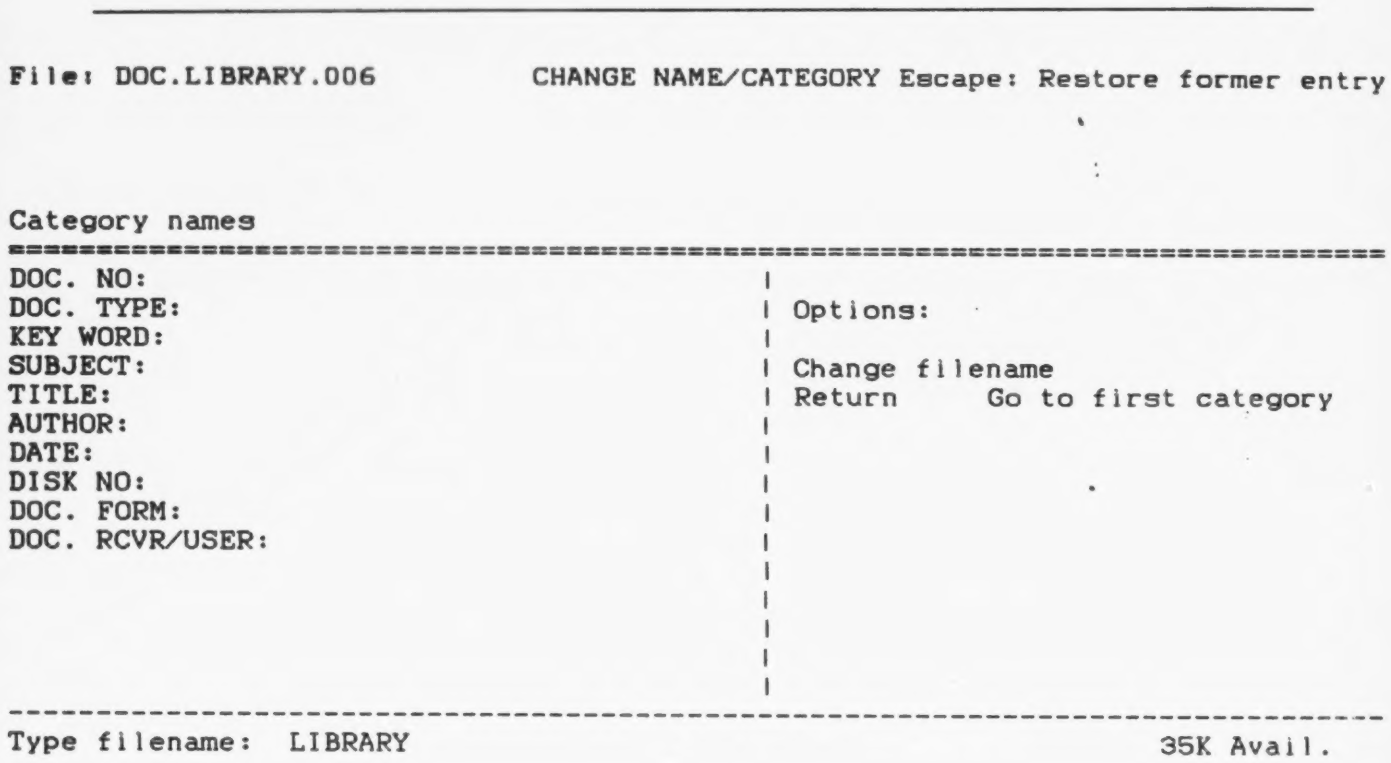
(a) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 28).



```
File: DOC.LIBRARY.006         CHANGE NAME/CATEGORY    Escape: Review/Add/Change


Category names
================================================================================
DOC. NO:                                            |
DOC. TYPE:                                          | Options:
KEY WORD:                                           |
SUBJECT:                                            | Change filename
TITLE:                                              | Return     Go to first category
AUTHOR:                                             |
DATE:                                               |
DISK NO:                                            |
DOC. FORM:                                          |
DOC. RCVR/USER:                                     |
                                                    |
                                                    |
                                                    |
                                                    |
                                                    |
--------------------------------------------------------------------------------
Type filename:  DOC.LIBRARY.006                                     35K Avail.
```

Figure 28. The Monitor Screen After Entering The Name Change Option.

(b) Alter the name by typing the new name of the file (see Figure 29).

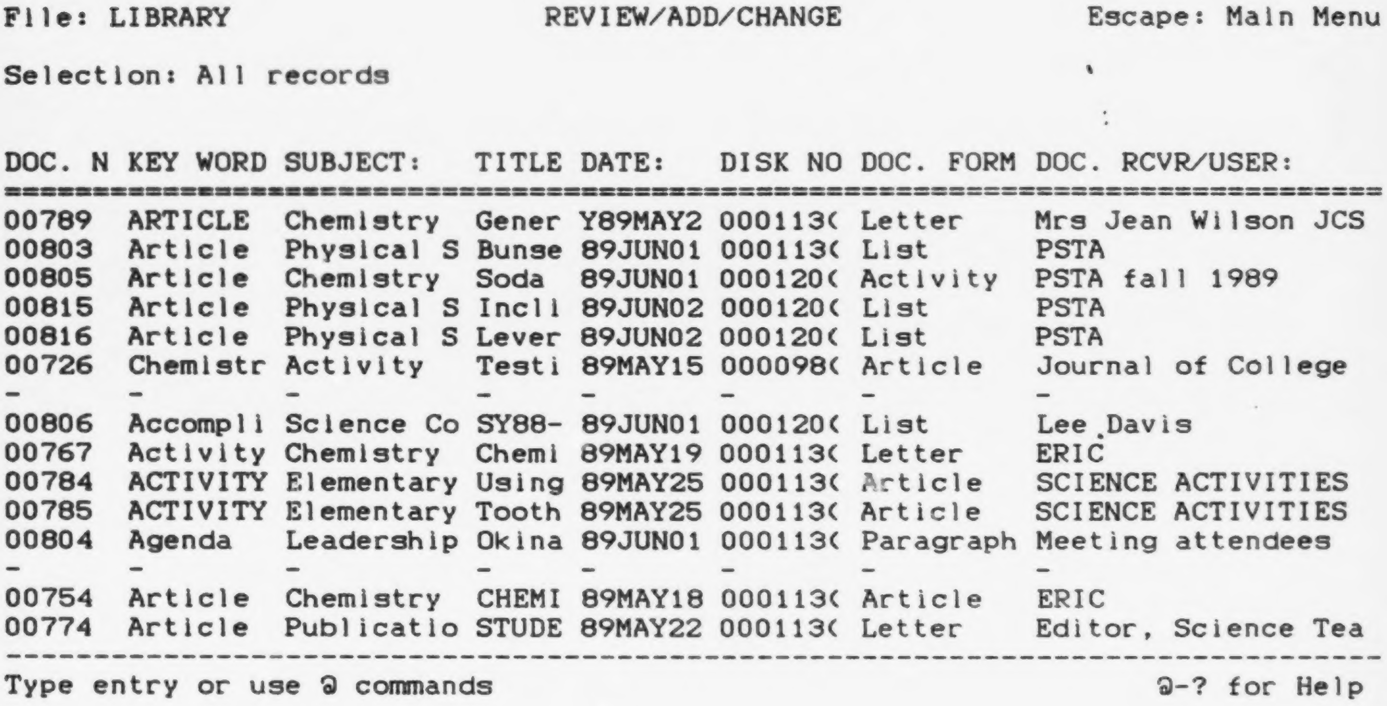


```
File: DOC.LIBRARY.006        CHANGE NAME/CATEGORY Escape: Restore former entry


Category names
==============================================================================
DOC. NO:                                     |
DOC. TYPE:                                   | Options:
KEY WORD:                                    |
SUBJECT:                                     | Change filename
TITLE:                                       | Return     Go to first category
AUTHOR:                                      |
DATE:                                        |
DISK NO:                                     |
DOC. FORM:                                   |
DOC. RCVR/USER:                              |
                                             |
                                             |
                                             |
                                             |
------------------------------------------------------------------------------
Type filename:  LIBRARY                                             35K Avail.
```

Figure 29. The Monitor Screen After A New Name Has Been Typed.

(c) Press the RETURN key once

(d) Press the ESC key once and then look at Figure 30. Note that the new file name has been entered and now appears in the upper left corner of the screen.

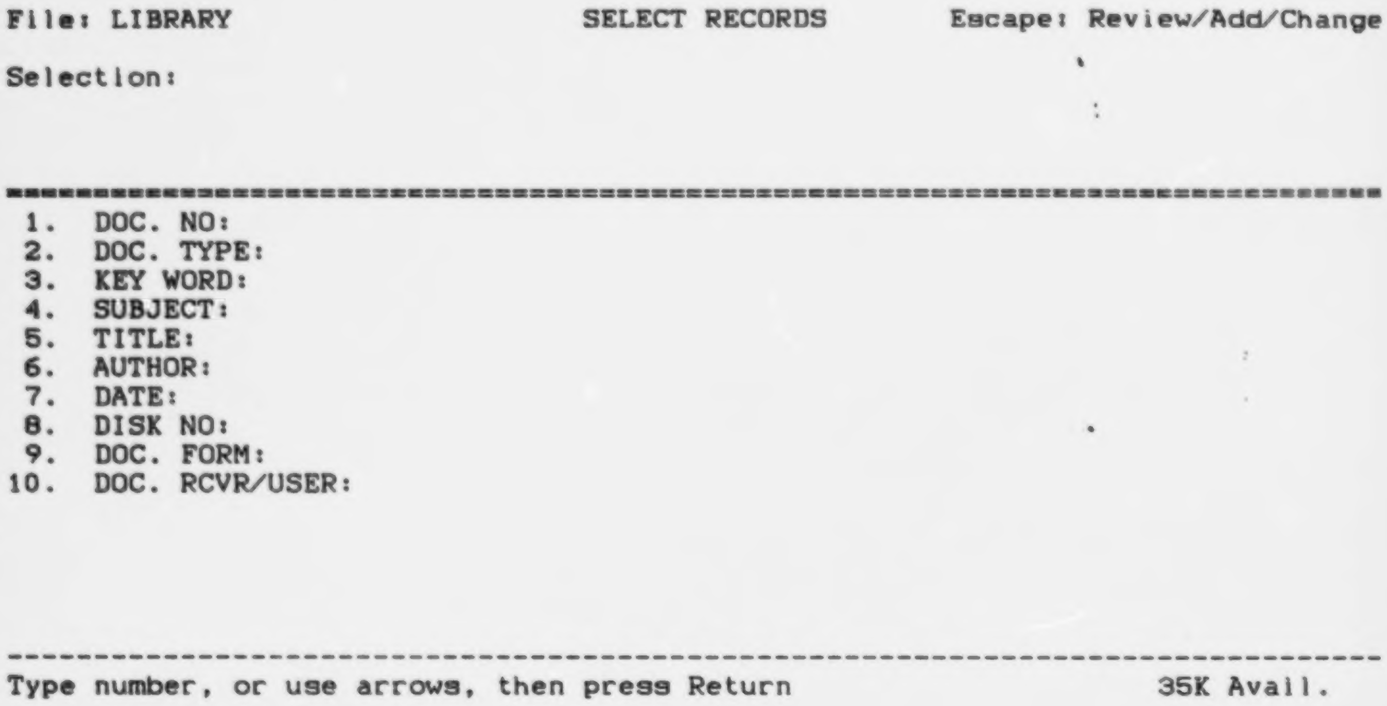


```
File: LIBRARY                 REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
==============================================================================
00789  ARTICLE  Chemistry  Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCS
00803  Article  Physical S Bunse 89JUN01 000113( List      PSTA
00805  Article  Chemistry  Soda  89JUN01 000120( Activity  PSTA fall 1989
00815  Article  Physical S Incli 89JUN02 000120( List      PSTA
00816  Article  Physical S Lever 89JUN02 000120( List      PSTA
00726  Chemistr Activity   Testi 89MAY15 000098( Article   Journal of College
-      -        -          -     -       -       -         -
00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC
00784  ACTIVITY Elementary Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00785  ACTIVITY Elementary Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00804  Agenda   Leadership Okina 89JUN01 000113( Paragraph Meeting attendees
-      -        -          -     -       -       -         -
00754  Article  Chemistry  CHEMI 89MAY18 000113( Article   ERIC
00774  Article  Publicatio STUDE 89MAY22 000113( Letter    Editor, Science Tea
------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 30. The Monitor Screen Showing The File With The Name Change Entered.

(9) Selection rules for finding specific records. This option allows you to set up to three rules by which the computer will search for a specific record.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 31).

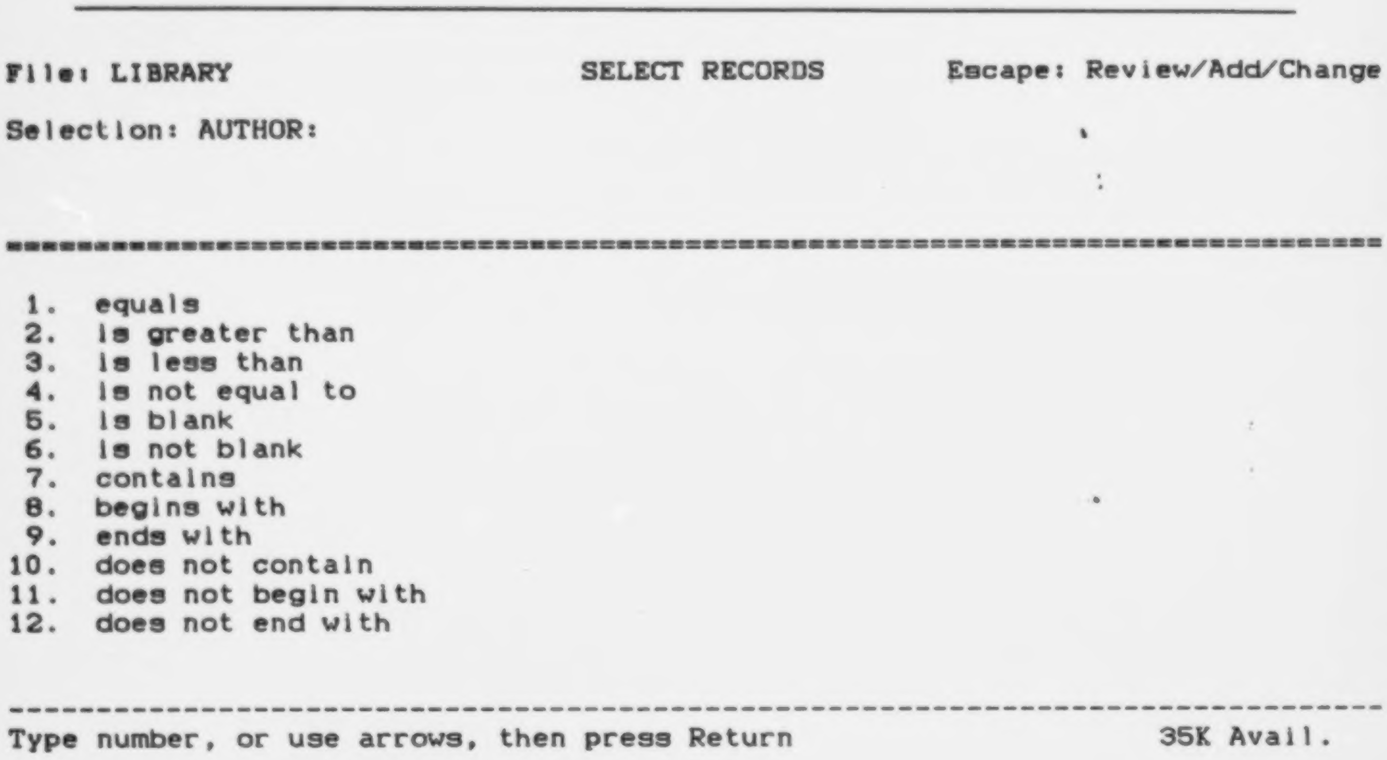


```
File: LIBRARY                     SELECT RECORDS       Escape: Review/Add/Change

Selection:


===============================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:



-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      35K Avail.
```

Figure 31. The Monitor Screen After Entering The Record Selection Rule Option.

(b) Highlight the category that you wish to use for comparison by using the DOWN-ARROW key.

(c) Press the RETURN key once (see Figure 32).



```
File: LIBRARY                 SELECT RECORDS       Escape: Review/Add/Change

Selection: AUTHOR:

================================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        35K Avail.
```

Figure 32. The Monitor Screen After Selecting The Category To Be Used To Locate A Record.

(d) Choose the type of comparison you wish to make by highlighting that choice using the ARROW keys.

(e) Press the RETURN key once (see Figure 33).

```
File: LIBRARY                   SELECT RECORDS      Escape: Review/Add/Change
Selection: AUTHOR: contains

===============================================================================









-------------------------------------------------------------------------------
Type comparison information:                                        35K Avail.
```

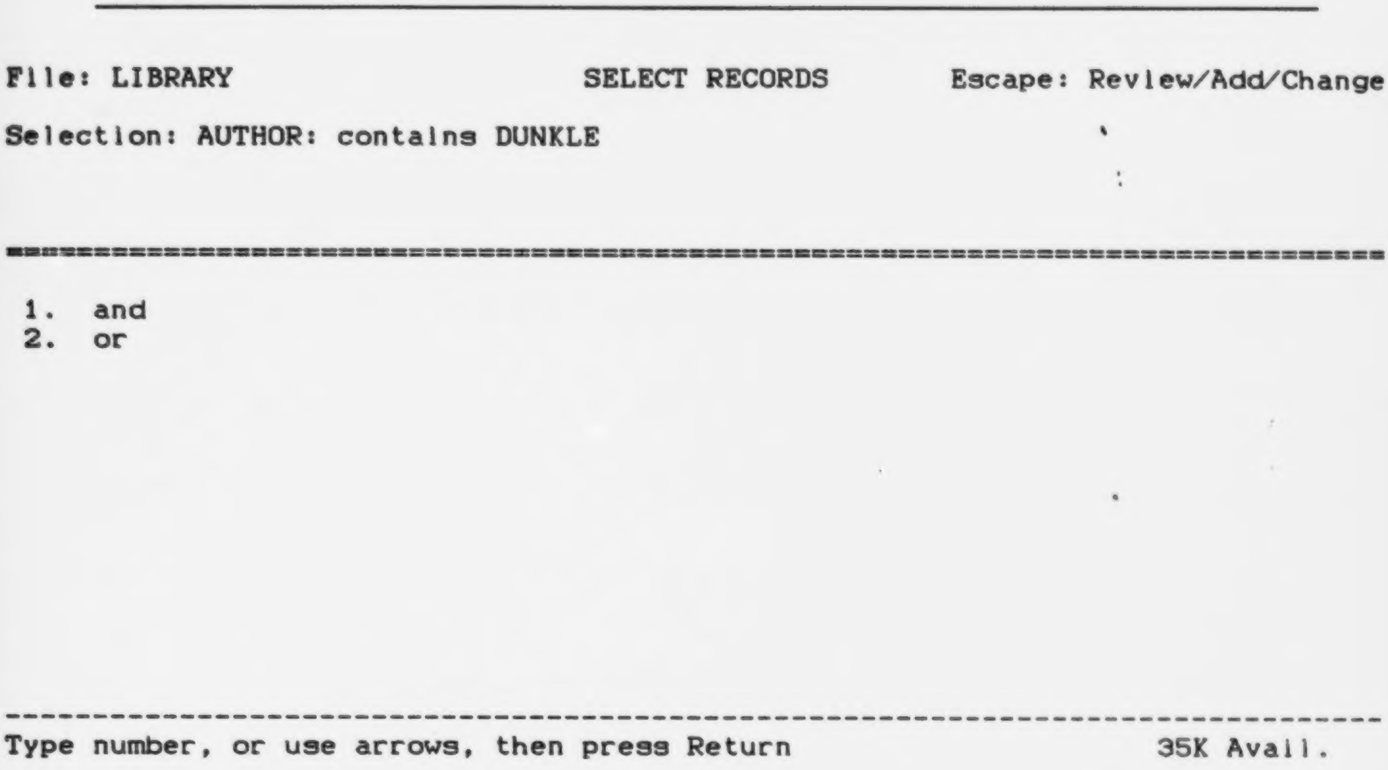
Figure 33. The Monitor Screen After The Type Of Comparison Information Has Been Entered In The Computer.

(f) Type the information for which you wish the computer to search (see the example in Figure 34).

```
File: LIBRARY                SELECT RECORDS          Escape: Erase entry
Selection: AUTHOR: contains
==========================================================================












--------------------------------------------------------------------------
Type comparison information:  DUNKLE                        35K Avail.
```

Figure 34. The Monitor Screen Showing The Information Typed.

(g) Press the RETURN key (see Figure 35).

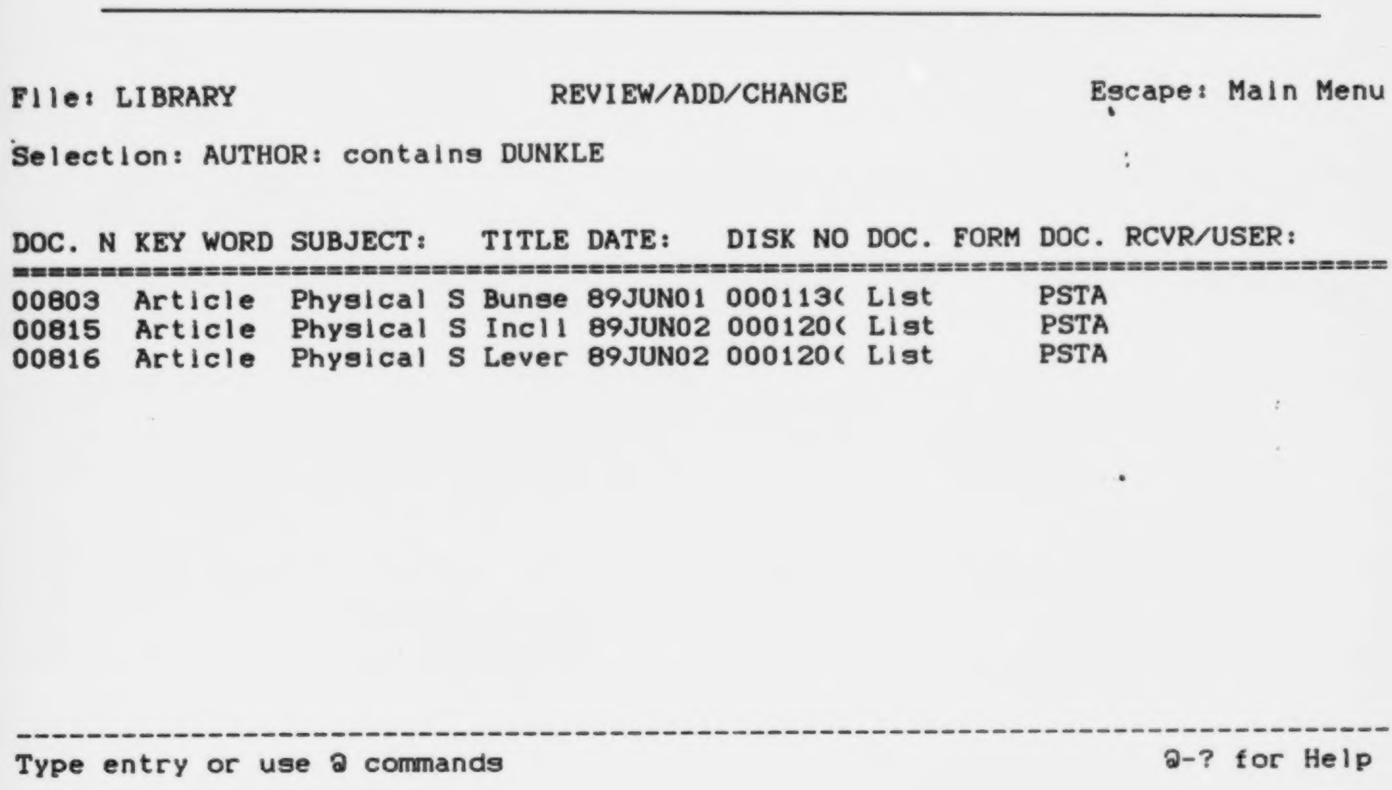


```
File: LIBRARY                    SELECT RECORDS       Escape: Review/Add/Change

Selection: AUTHOR: contains DUNKLE


===============================================================================

 1.  and
 2.  or










-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        35K Avail.
```

Figure 35. The Monitor Screen Showing The Comparison Information Entered.

(h) Continue the process by highlighting "and, or, through" and press the RETURN key or press the ESC key to use only one rule.

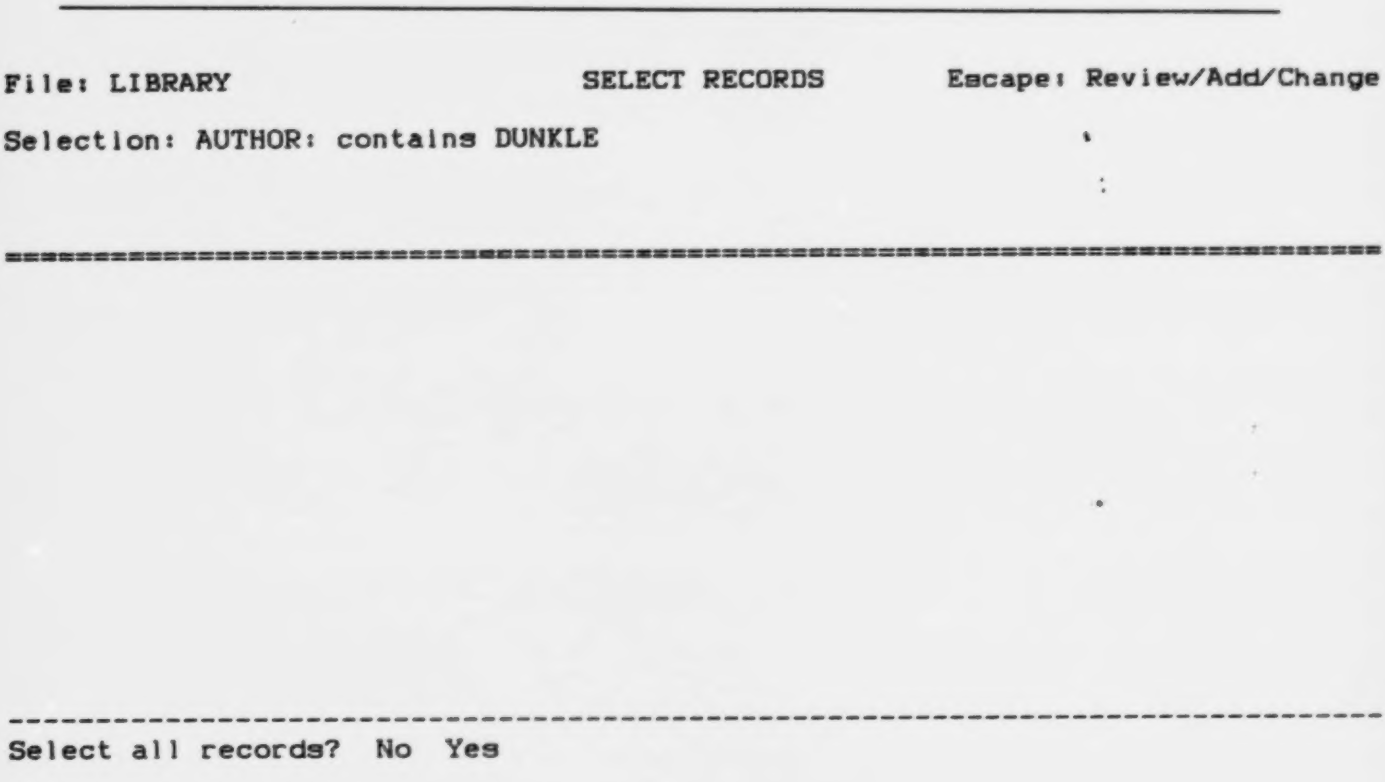
(i) Press the ESC key (see Figure 36). The Figure shows all records selected using the rule drafted above.



```
File: LIBRARY                    REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: AUTHOR: contains DUNKLE

DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
================================================================================
00803  Article  Physical S Bunse 89JUN01 000113( List      PSTA
00815  Article  Physical S Incl1 89JUN02 000120( List      PSTA
00816  Article  Physical S Lever 89JUN02 000120( List      PSTA








--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 36. The Monitor Screen After Escaping The Rule Drafting Process.

(j) Press the OPEN-APPLE and the "R" keys at the same time. Your screen now appears like the example shown in Figure 37.

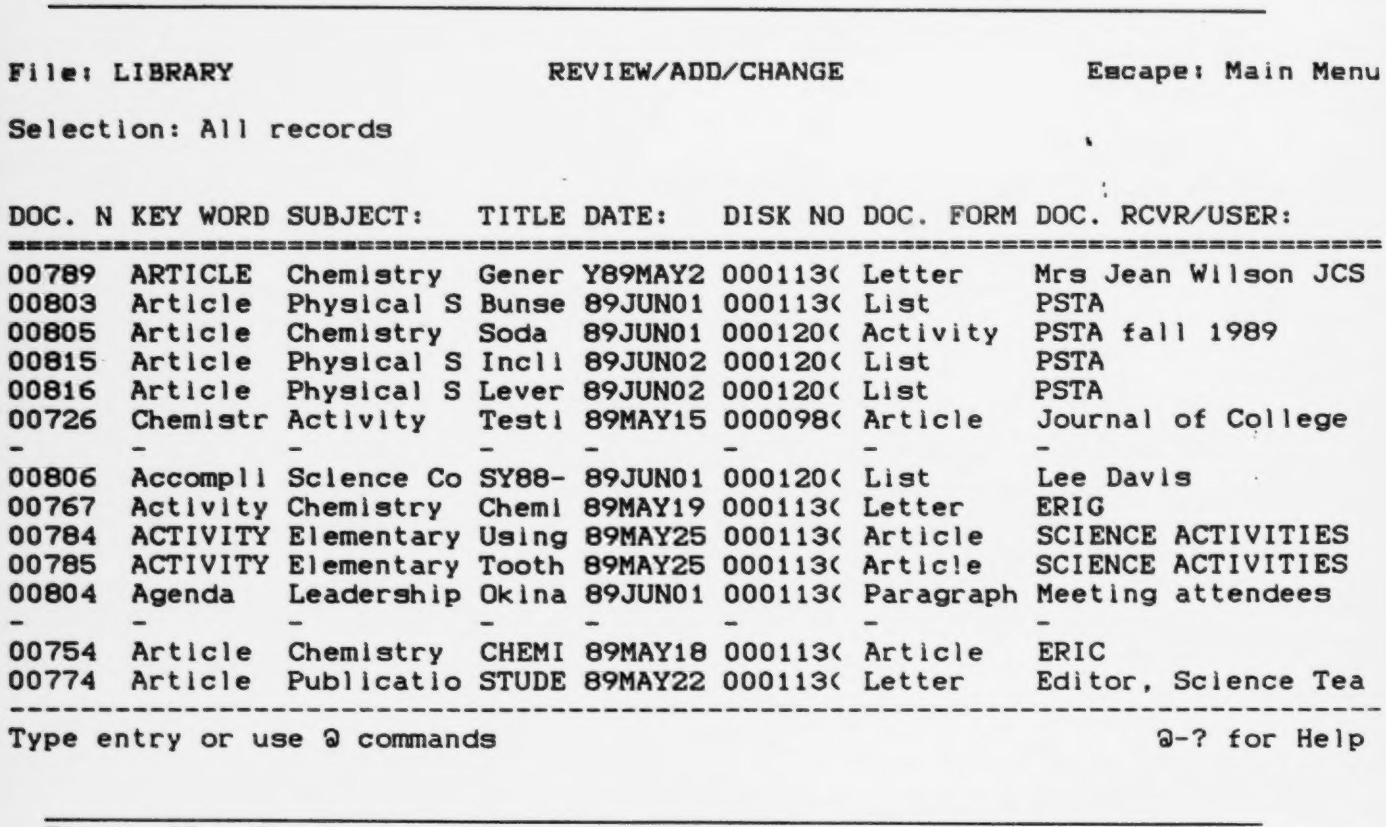


```
File: LIBRARY                  SELECT RECORDS      Escape: Review/Add/Change

Selection: AUTHOR: contains DUNKLE

==========================================================================










--------------------------------------------------------------------------
Select all records?  No  Yes
```

Figure 37. Step One In Returning All File Records To The Screen.

(k) Use the RIGHT-ARROW key to highlight the "Yes" Option.

(l) Press the RETURN key (see Figure 38).



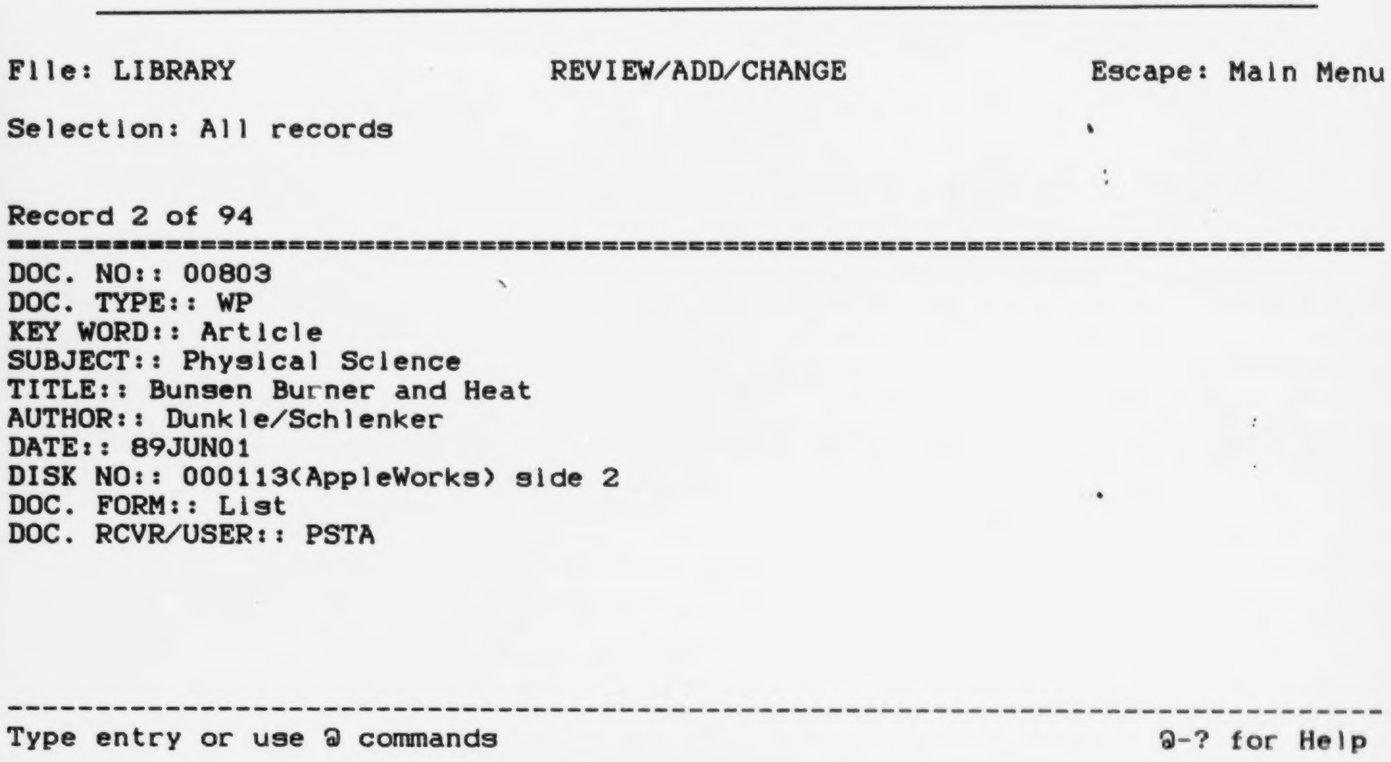
```
File: LIBRARY                  REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records


DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
==============================================================================
00789  ARTICLE  Chemistry  Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCS
00803  Article  Physical S Bunse 89JUN01 000113( List      PSTA
00805  Article  Chemistry  Soda  89JUN01 000120( Activity  PSTA fall 1989
00815  Article  Physical S Incli 89JUN02 000120( List      PSTA
00816  Article  Physical S Lever 89JUN02 000120( List      PSTA
00726  Chemistr Activity   Testi 89MAY15 000098( Article   Journal of College
-      -        -          -     -       -       -         -
00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC
00784  ACTIVITY Elementary Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00785  ACTIVITY Elementary Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00804  Agenda   Leadership Okina 89JUN01 000113( Paragraph Meeting attendees
-      -        -          -     -       -       -         -
00754  Article  Chemistry  CHEMI 89MAY18 000113( Article   ERIC
00774  Article  Publicatio STUDE 89MAY22 000113( Letter    Editor, Science Tea
------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 38. The Screen After Exiting The Record Selection Process.

(10) Zooming in on one record.

(a) Place the cursor directly under a record that you wish to examine.

(b) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 39).



```
File: LIBRARY                 REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records


Record 2 of 94
==============================================================================
DOC. NO:: 00803
DOC. TYPE:: WP
KEY WORD:: Article
SUBJECT:: Physical Science
TITLE:: Bunsen Burner and Heat
AUTHOR:: Dunkle/Schlenker
DATE:: 89JUN01
DISK NO:: 000113(AppleWorks) side 2
DOC. FORM:: List
DOC. RCVR/USER:: PSTA




------------------------------------------------------------------------------
Type entry or use @ commands                                    @-? for Help
```

Figure 39. The Monitor Screen After Zooming In On One Record.

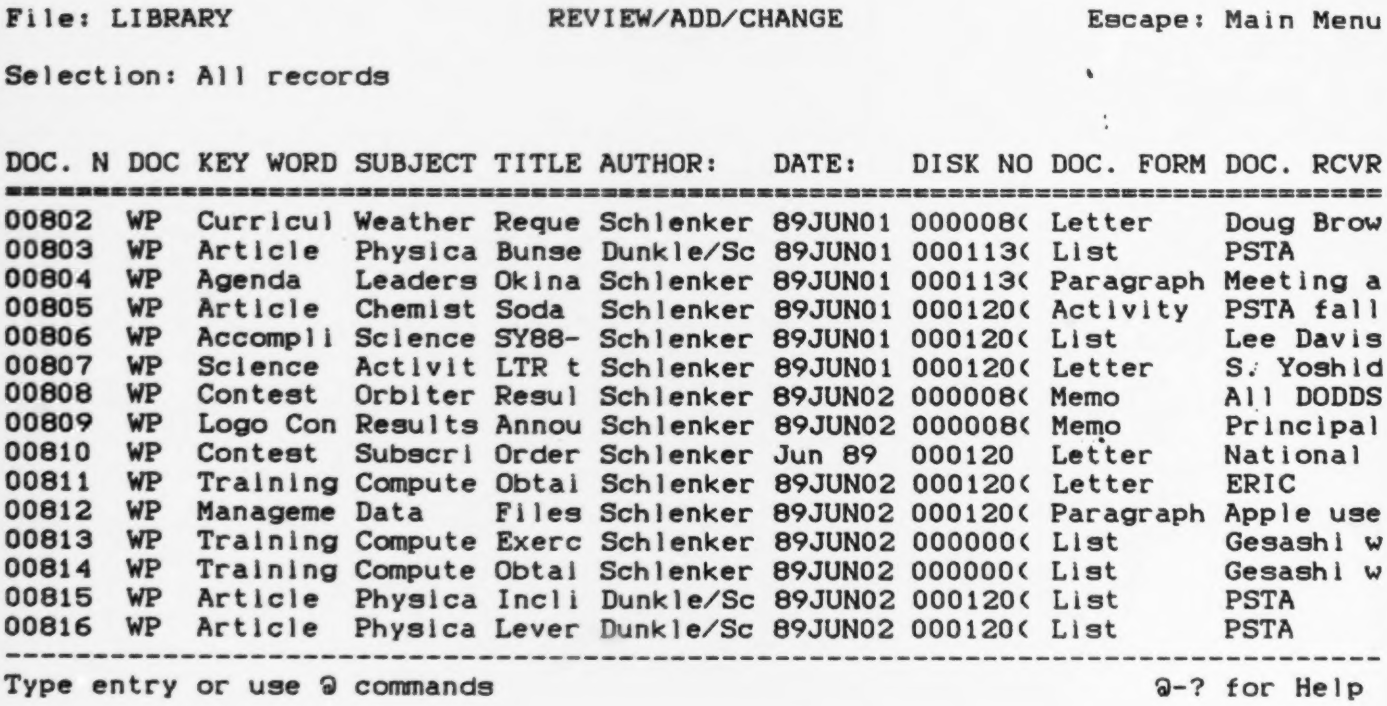
(c) Press the OPEN-APPLE and the "Z" keys at the same time See Figure 40).

```
File: LIBRARY                   REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


DOC. N KEY WORD SUBJECT:   TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
=============================================================================
00803  Article  Physical S Bunse 89JUN01 000113( List      PSTA
00805  Article  Chemistry  Soda  89JUN01 000120( Activity  PSTA fall 1989
00815  Article  Physical S Incli 89JUN02 000120( List      PSTA
00816  Article  Physical S Lever 89JUN02 000120( List      PSTA
00726  Chemistr Activity   Testi 89MAY15 000098( Article   Journal of College
-      -        -          -     -       -       -         -
00806  Accompli Science Co SY88- 89JUN01 000120( List      Lee Davis
00767  Activity Chemistry  Chemi 89MAY19 000113( Letter    ERIC
00784  ACTIVITY Elementary Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00785  ACTIVITY Elementary Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00804  Agenda   Leadership Okina 89JUN01 000113( Paragraph Meeting attendees
-      -        -          -     -       -       -         -
00754  Article  Chemistry  CHEMI 89MAY18 000113( Article   ERIC
00774  Article  Publicatio STUDE 89MAY22 000113( Letter    Editor, Science Tea
00808  Contest  Orbiter    Resul 89JUN02 000008( Memo      All DODDS-P schools
-----------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

Figure 40. The Monitor Screen After Returning To The All Records Format.

(11) Copying an entry. This option is used when you have one or more successive entries in a category that are all the same.

(a) Suppose you have 10 successive records, all of which have the same entry in the first category, say the first category (the DOC. NO. category in Figure 41).

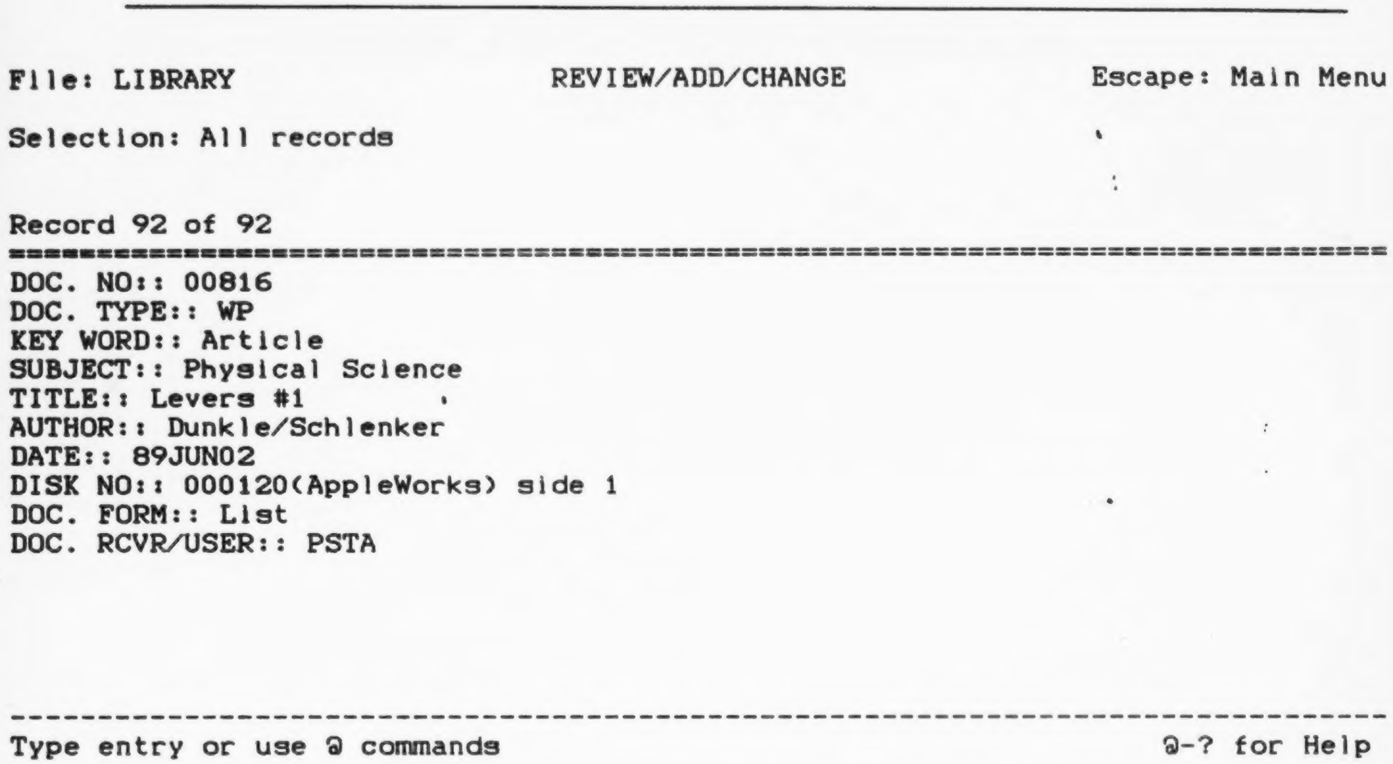


```
File: LIBRARY                   REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records


DOC. N DOC KEY WORD SUBJECT TITLE AUTHOR:   DATE:   DISK NO DOC. FORM DOC. RCVR
===============================================================================
00802  WP  Curricul Weather Reque Schlenker 89JUN01 000008( Letter    Doug Brow
00803  WP  Article  Physica Bunse Dunkle/Sc 89JUN01 000113( List      PSTA
00804  WP  Agenda   Leaders Okina Schlenker 89JUN01 000113( Paragraph Meeting a
00805  WP  Article  Chemist Soda  Schlenker 89JUN01 000120( Activity  PSTA fall
00806  WP  Accompli Science SY88- Schlenker 89JUN01 000120( List      Lee Davis
00807  WP  Science  Activit LTR t Schlenker 89JUN01 000120( Letter    S. Yoshid
00808  WP  Contest  Orbiter Resul Schlenker 89JUN02 000008( Memo      All DODDS
00809  WP  Logo Con Results Annou Schlenker 89JUN02 000008( Memo      Principal
00810  WP  Contest  Subscri Order Schlenker Jun 89  000120  Letter    National
00811  WP  Training Compute Obtai Schlenker 89JUN02 000120( Letter    ERIC
00812  WP  Manageme Data    Files Schlenker 89JUN02 000120( Paragraph Apple use
00813  WP  Training Compute Exerc Schlenker 89JUN02 000000( List      Gesashi w
00814  WP  Training Compute Obtai Schlenker 89JUN02 000000( List      Gesashi w
00815  WP  Article  Physica Incli Dunkle/Sc 89JUN02 000120( List      PSTA
00816  WP  Article  Physica Lever Dunkle/Sc 89JUN02 000120( List      PSTA
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 41. The File Before Duplicating Blank Records.

(b) Duplicate 10 blank records as follows (this process can be accomplished also by inserting blank records as described above):

1. Zoom in on the record so that it appears similar to the example shown in Figure 42.



```
File: LIBRARY                    REVIEW/ADD/CHANGE               Escape: Main Menu

Selection: All records


Record 92 of 92
==============================================================================
DOC. NO:: 00816
DOC. TYPE:: WP
KEY WORD:: Article
SUBJECT:: Physical Science
TITLE:: Levers #1
AUTHOR:: Dunkle/Schlenker
DATE:: 89JUN02
DISK NO:: 000120(AppleWorks) side 1
DOC. FORM:: List
DOC. RCVR/USER:: PSTA




------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 42. The File Record After Zooming In On It.

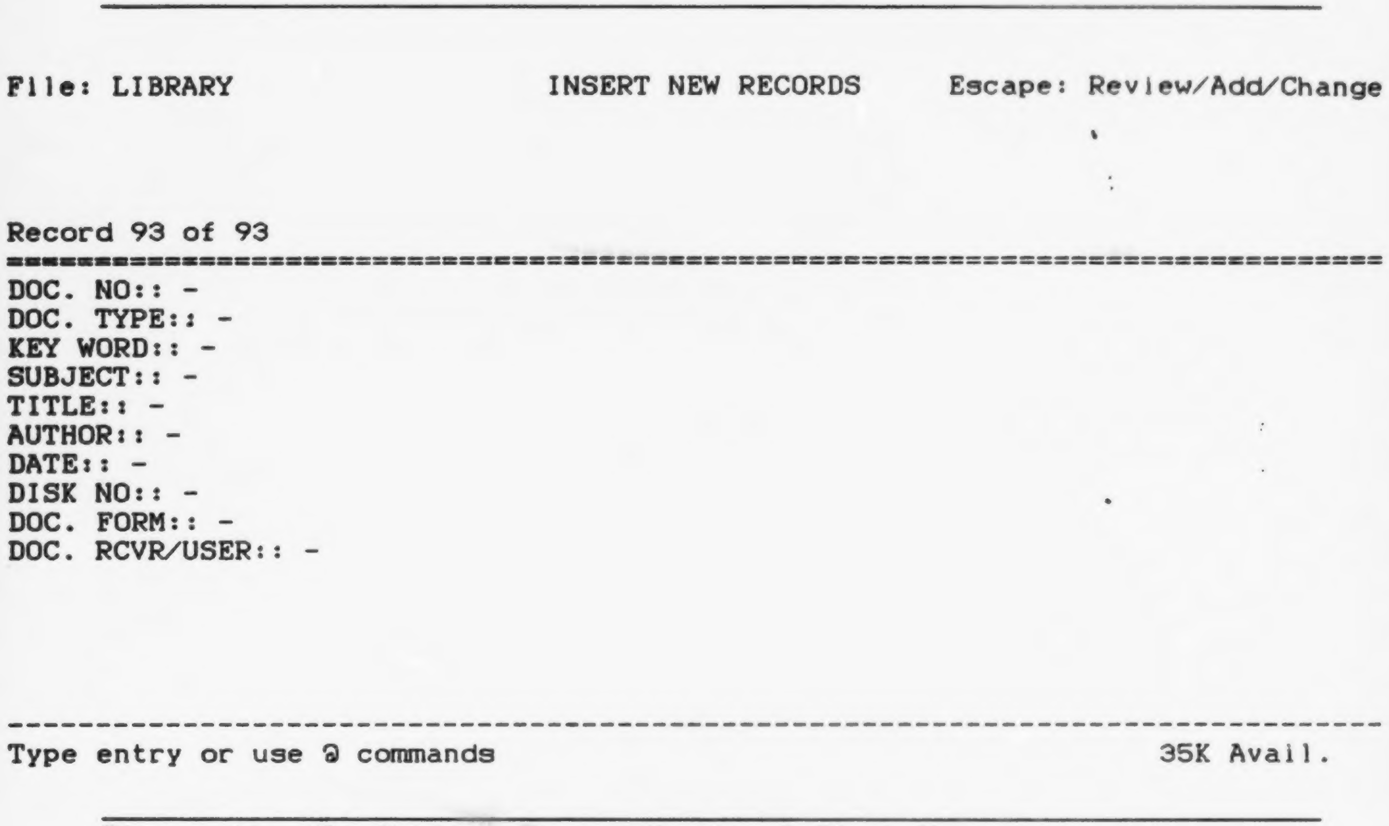
ii. Move the cursor to the bottom category and press the RETURN key. You'll receive the message shown in Figure 43.

```
File: LIBRARY                INSERT NEW RECORDS     Escape: Review/Add/Change

Selection: All records

Record 92 of 92
=========================================================================



                    You are now past the last record
                    of your file and can now start
                    typing new records at the end.




-------------------------------------------------------------------------
Do you really want to do this?  No  Yes
```

Figure 43. The Monitor Screen After Passing The Last Record In The File.

III. Highlight "yes" by pressing the RIGHT-ARROW key.

iv. Press the RETURN key (see Figure 44).



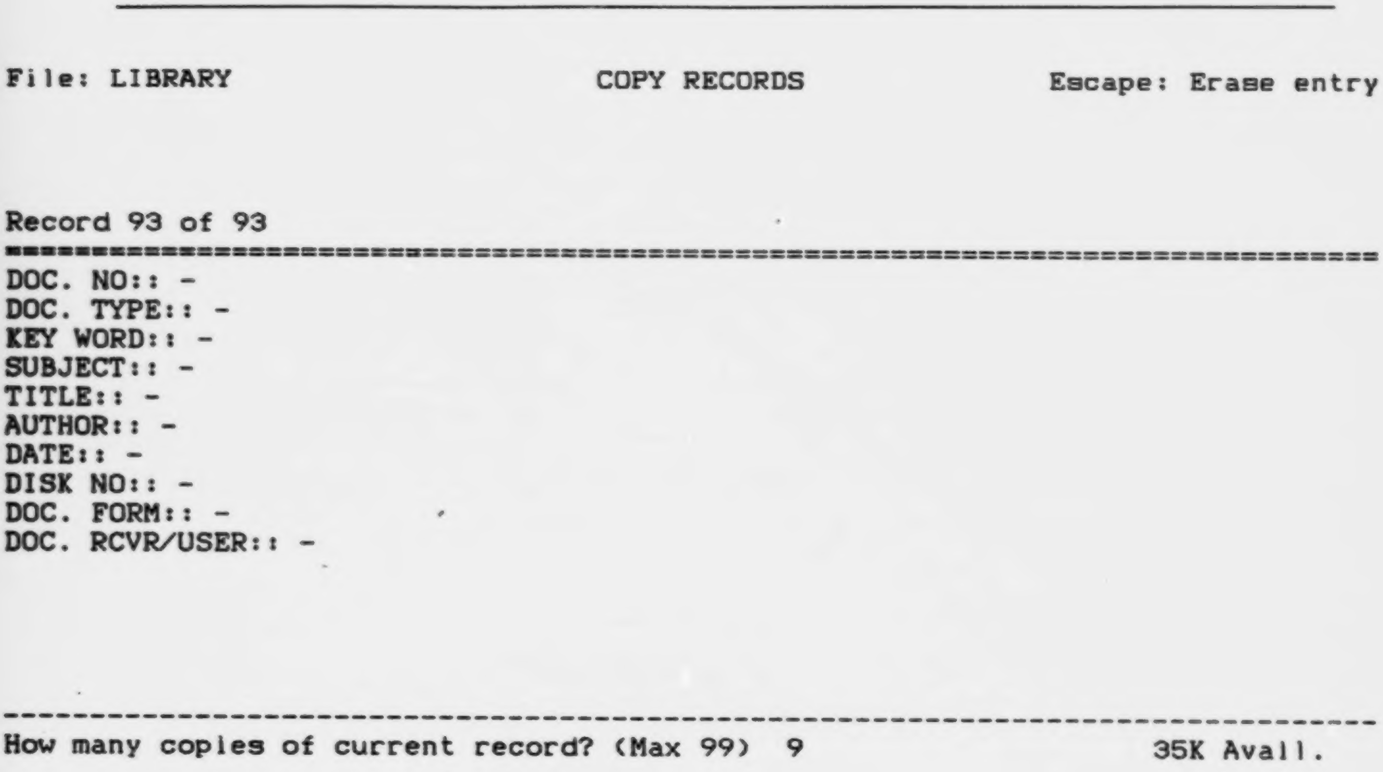
```
File: LIBRARY                 INSERT NEW RECORDS      Escape: Review/Add/Change



Record 93 of 93
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -



--------------------------------------------------------------------------------
Type entry or use @ commands                                          35K Avail.
```

Figure 44. The Monitor Screen Showing A Blank Record.

v. Press the RETURN key once.

vi. Press the OPEN-APPLE and the "C" key at the same time.

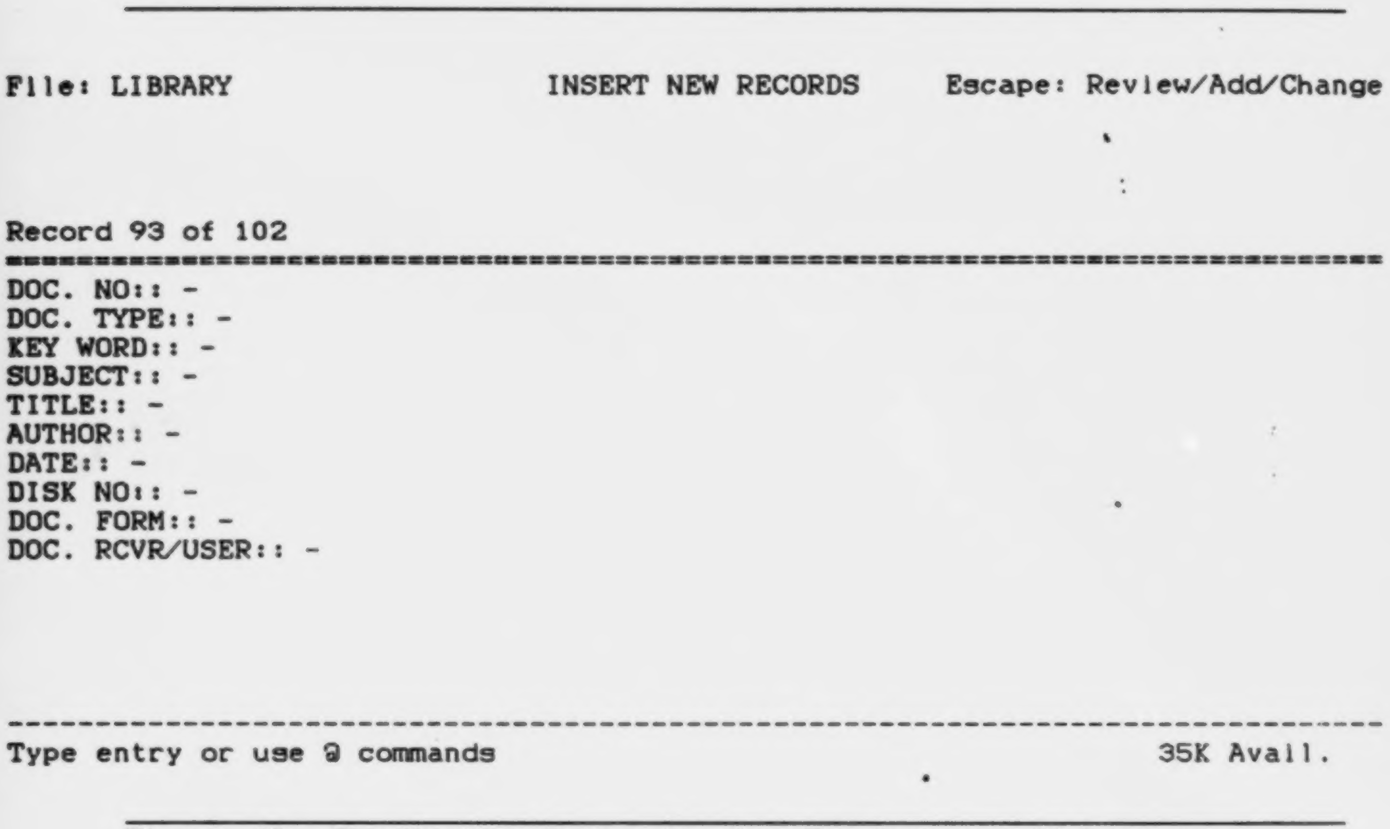
vii. Type the numeral "9" (see Figure 45).



```
File: LIBRARY                    COPY RECORDS                Escape: Erase entry


Record 93 of 93
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -



--------------------------------------------------------------------------------
How many copies of current record? (Max 99)  9                      35K Avail.
```

Figure 45. The Monitor Screen Showing The Numeral "9."

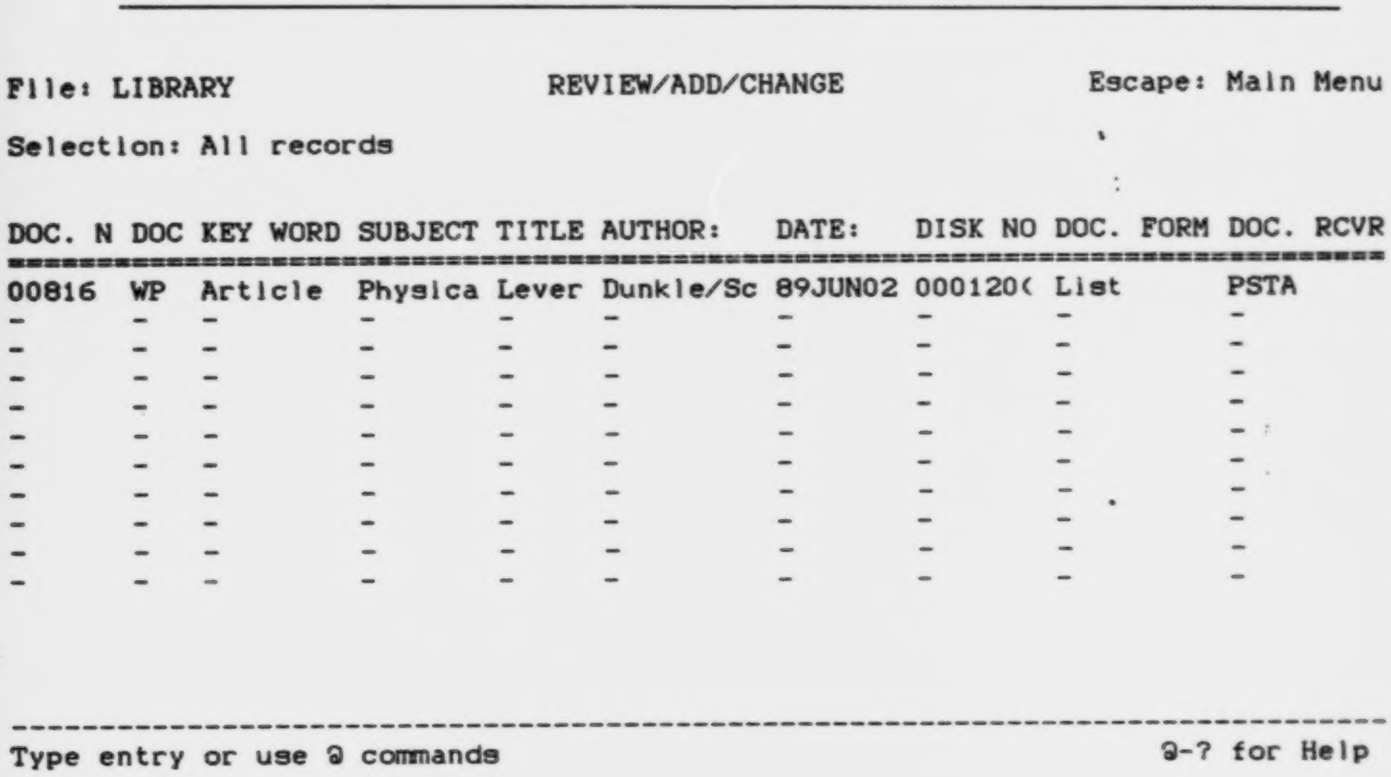
viii. Press the RETURN key and examine the screen. Note that the number of records has increased to include the 10 you have just added (Figure 46).



```
File: LIBRARY                  INSERT NEW RECORDS     Escape: Review/Add/Change



Record 93 of 102
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -




--------------------------------------------------------------------------------
Type entry or use @ commands                                          35K Avail.
```

Figure 46. The Monitor Screen Showing The Increase IN Records.

ix. Press the OPEN-APPLE and the "Z" keys at the same time to change the format (see Figure 47).

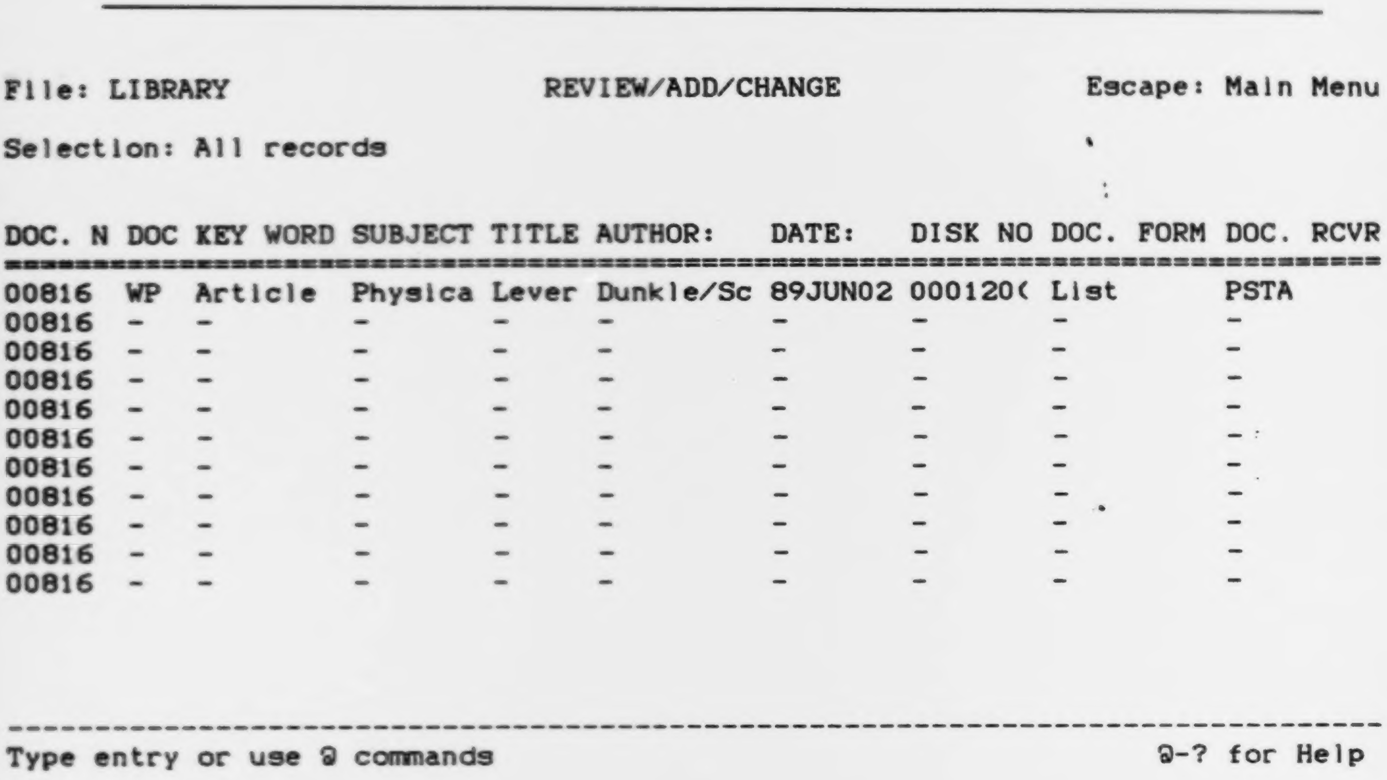


```
File: LIBRARY                  REVIEW/ADD/CHANGE               Escape: Main Menu

Selection: All records


DOC. N DOC KEY WORD SUBJECT TITLE AUTHOR:    DATE:   DISK NO DOC. FORM DOC. RCVR
================================================================================
00816  WP  Article  Physica Lever Dunkle/Sc  89JUN02 000120( List      PSTA
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -
-      -   -        -       -     -          -       -       -         -



--------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 47. The Monitor Screen Showing The 10 Newly Added Blank Records.

(c) Move the cursor, to the DOC. NO. category and place it on the record directly under the category having the information to be copied, by using the UP- or DOWN-ARROW keys and if necessary pressing and holding down the OPEN-APPLE key while the TAB key is pressed several times, causing the cursor to jump back categories.

(d) Press and hold down the OPEN-APPLE key and while it is held down, press the " key 10 times. Your file will appear similar to the example shown in Figure 48.

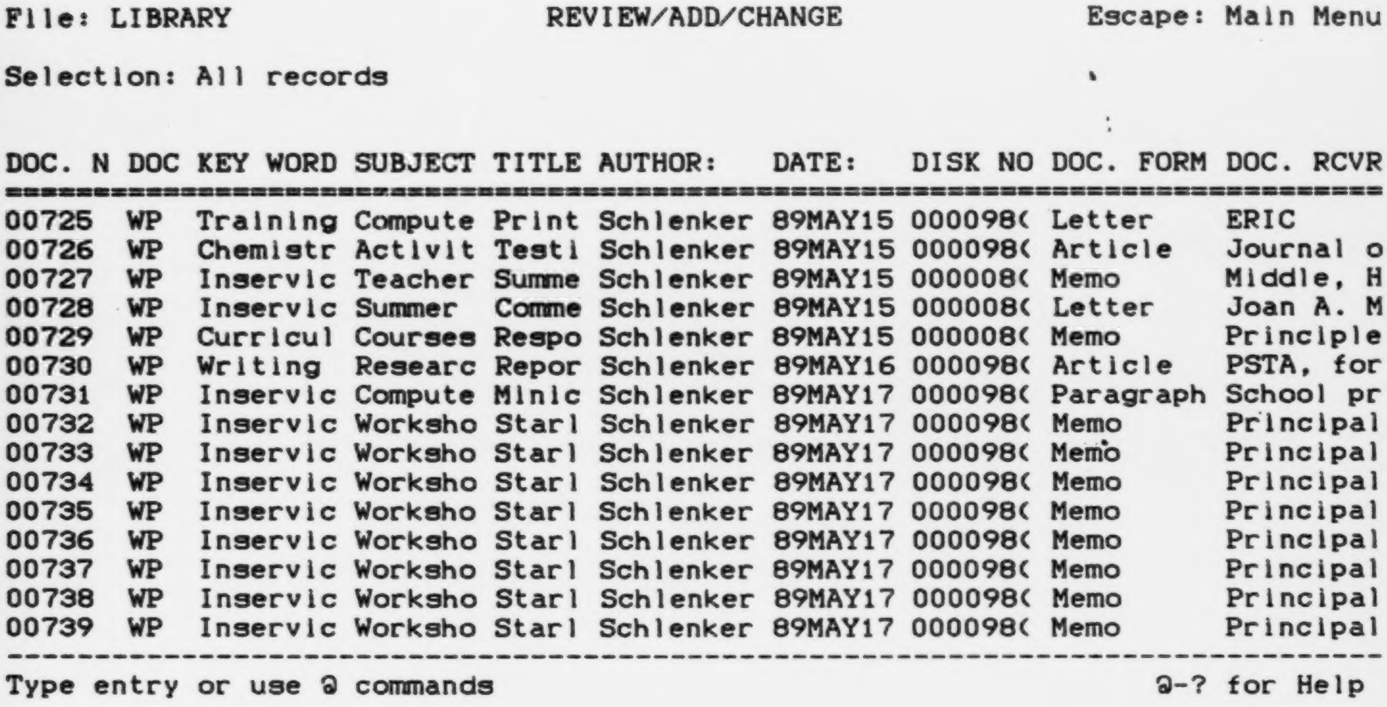


```
File: LIBRARY                 REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records

DOC. N DOC KEY WORD SUBJECT TITLE AUTHOR:    DATE:    DISK NO DOC. FORM DOC. RCVR
==================================================================================
00816  WP  Article  Physica Lever Dunkle/Sc 89JUN02 000120( List       PSTA
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -
00816  -   -        -       -     -         -       -       -          -

----------------------------------------------------------------------------------
Type entry or use @ commands                                          @-? for Help
```

Figure 48. The Monitor Screen Showing The Results Of Duplicating The Category Information.

(12) Moving to the beginning of the file.

(a) Press the OPEN-APPLE and the "1" at the same time (see Figure 49).

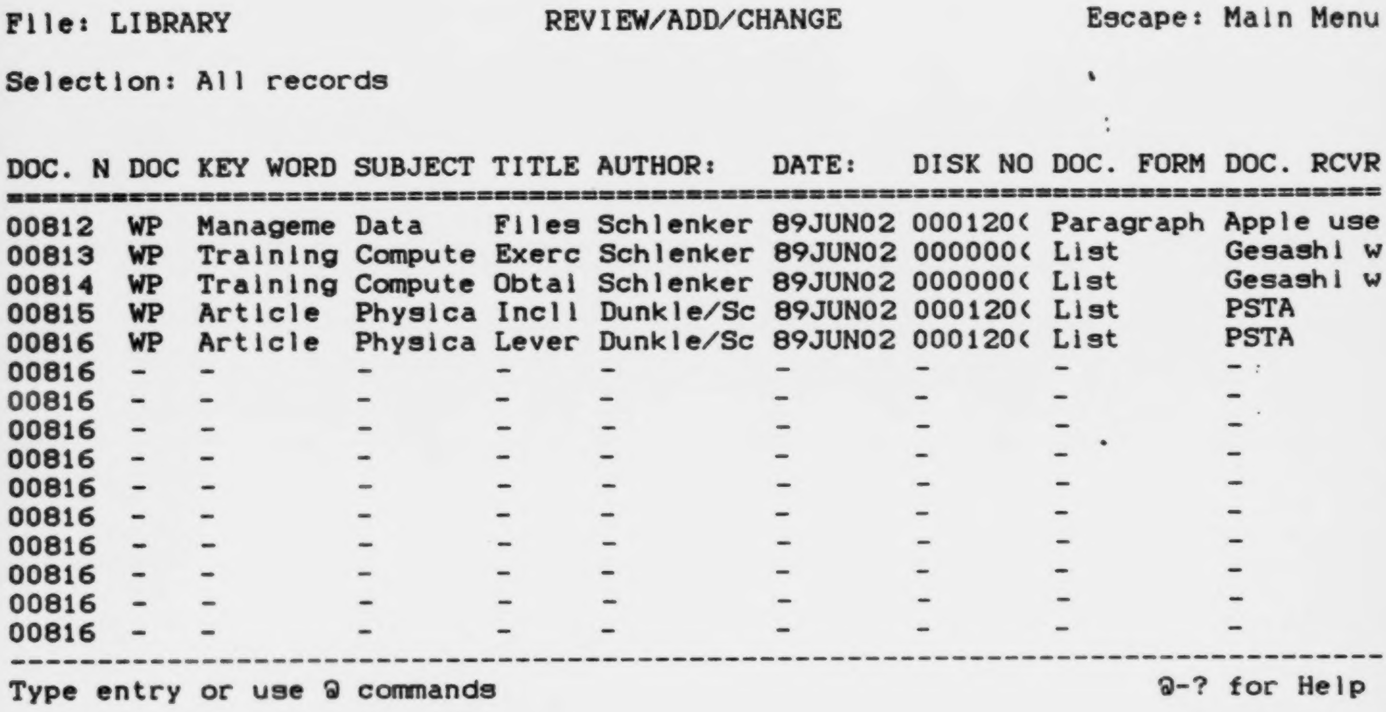


```
File: LIBRARY                  REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records


DOC. N DOC KEY WORD SUBJECT TITLE AUTHOR:   DATE:   DISK NO DOC. FORM DOC. RCVR
===============================================================================
00725  WP  Training Compute Print Schlenker 89MAY15 000098( Letter    ERIC
00726  WP  Chemistr Activit Testi Schlenker 89MAY15 000098( Article   Journal o
00727  WP  Inservic Teacher Summe Schlenker 89MAY15 000008( Memo      Middle, H
00728  WP  Inservic Summer  Comme Schlenker 89MAY15 000008( Letter    Joan A. M
00729  WP  Curricul Courses Respo Schlenker 89MAY15 000008( Memo      Principle
00730  WP  Writing  Researc Repor Schlenker 89MAY16 000098( Article   PSTA, for
00731  WP  Inservic Compute Minic Schlenker 89MAY17 000098( Paragraph School pr
00732  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
00733  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
00734  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
00735  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
00736  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
00737  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
00738  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
00739  WP  Inservic Worksho Starl Schlenker 89MAY17 000098( Memo      Principal
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 49. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-1 Option.

(13) Moving to the end of a file.

(a) Press the OPEN-APPLE and the "9" at the same time. The results of this action are shown in Figure 50.



```
File: LIBRARY                 REVIEW/ADD/CHANGE                Escape: Main Menu

Selection: All records

DOC. N DOC KEY WORD SUBJECT TITLE AUTHOR:   DATE:   DISK NO DOC. FORM DOC. RCVR
===============================================================================
00812  WP  Manageme Data    Files Schlenker 89JUN02 000120( Paragraph Apple use
00813  WP  Training Compute Exerc Schlenker 89JUN02 000000( List      Gesashi w
00814  WP  Training Compute Obtai Schlenker 89JUN02 000000( List      Gesashi w
00815  WP  Article  Physica Incll Dunkle/Sc 89JUN02 000120( List      PSTA
00816  WP  Article  Physica Lever Dunkle/Sc 89JUN02 000120( List      PSTA
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
00816  -   -        -       -     -         -       -       -         -
-------------------------------------------------------------------------------
Type entry or use ə commands                                      ə-? for Help
```

Figure 50. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-9 Option.

04. Additional Help. Additional help with data base files may be obtained from the AppleWorks Instruction book.

PRINTING APPLEWORKS DATA BASE FILES WITH THE APPLE IIe COMPUTER

FIRST EDITION

By

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United States Coast Guard Loran Station Gesashi
Box CG
APO San Francisco, CG 98770-0053

INTRODUCTION

"Printing AppleWorks Data Base Files With The Apple IIe Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIe computers which have a Duodisk or two disk drives. In addition, it can be used with Apple IIe computers having only a single disk drive as long as the user follows the directions printed on the screen religiously. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and version (V) 1.3 of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.
2. A Duodisk or two disk drives.
3. AppleWorks startup and AppleWorks program disks. The program may be located on opposite sides of the same computer disk.
4. One data disk on with a data base file stored on it.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.
2. Bootup the AppleWorks program.
3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen which is where this document starts. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIe computer operators should be able to print AppleWorks data base files using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

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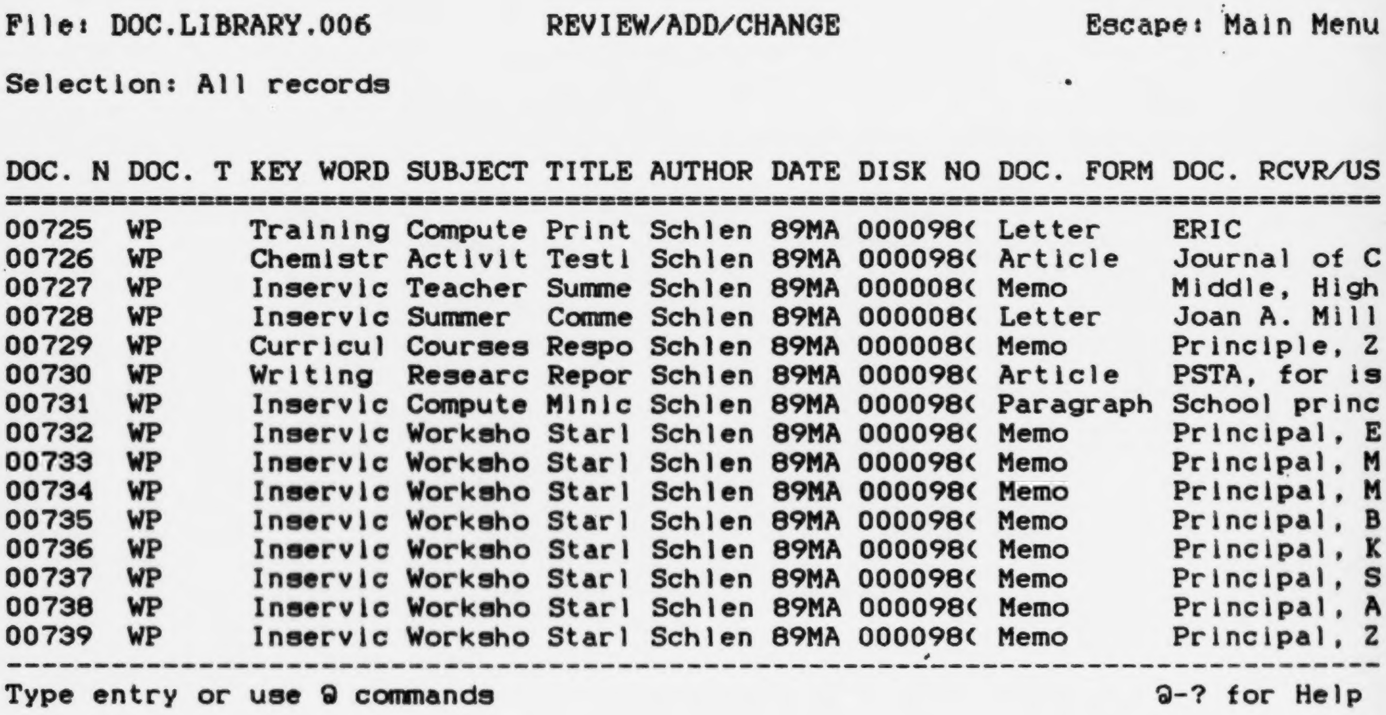
S

DIRECTIONS

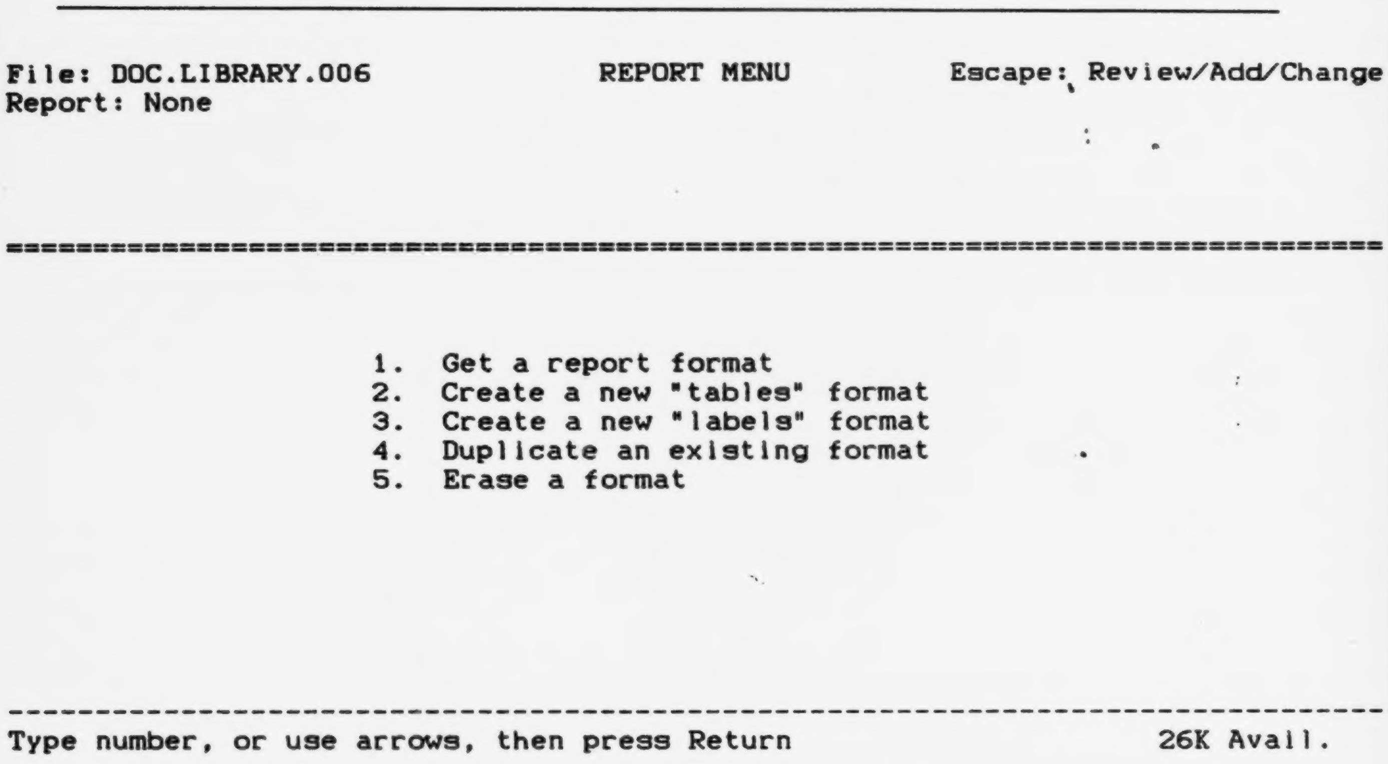
01. In The Beginning. In the beginning, prior to starting the printing operation, your data base file should appear similar to the example shown in Figure 1.



```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00735  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, B
00736  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, K
00737  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, S
00738  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, A
00739  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, Z
--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 1. An example Data Base File.

02. Selecting A Print Format. To enter the print option, press the OPEN-APPLE and the "P" keys at the same time. As a result of this action, your screen should appear identical to the picture shown in Figure 2. Note that the program provides us with 5 options; (1) Get a report format; (2) Create a new "Tables" format; (3) Create a new "Labels" format; (4) Duplicate an existing format, and; (5) Erase a format.



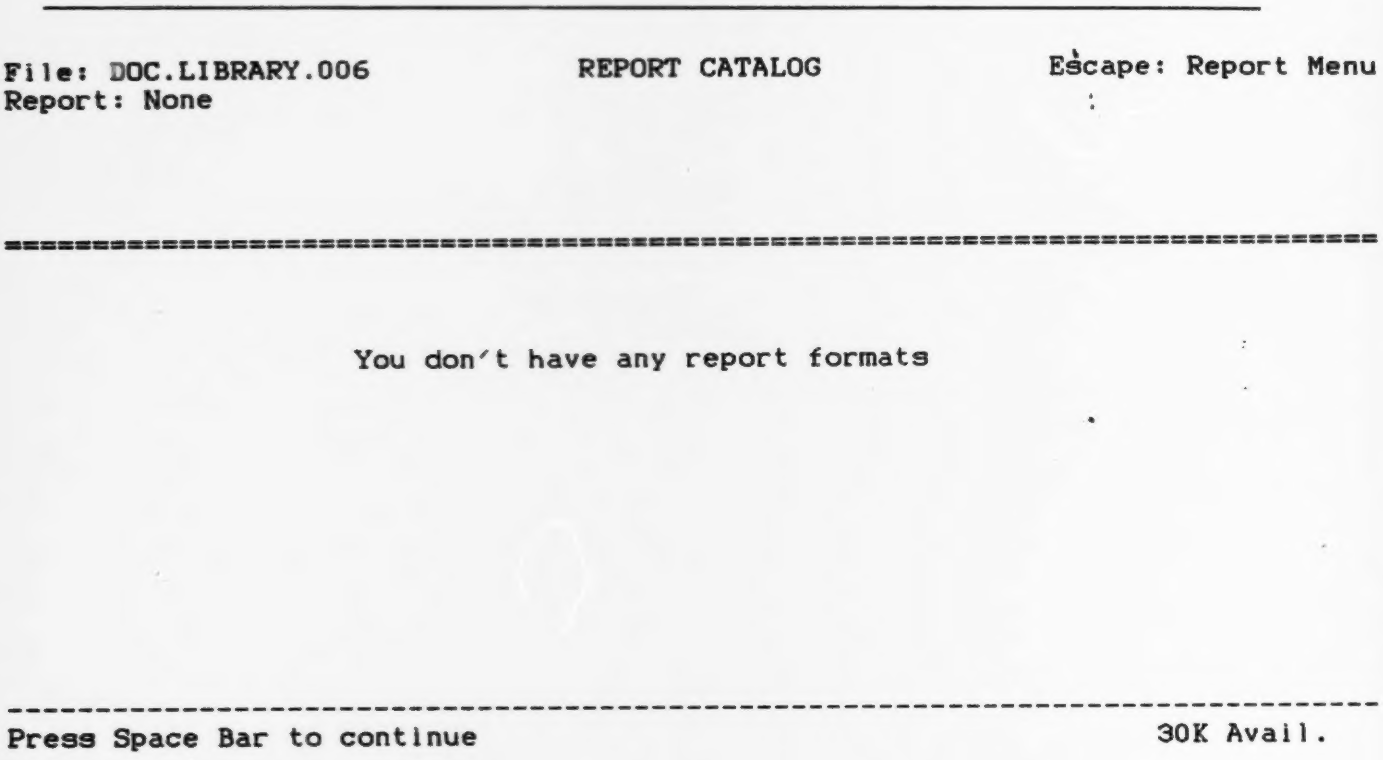
```
File: DOC.LIBRARY.006          REPORT MENU         Escape: Review/Add/Change
Report: None

================================================================================

                          1.  Get a report format
                          2.  Create a new "tables" format
                          3.  Create a new "labels" format
                          4.  Duplicate an existing format
                          5.  Erase a format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        26K Avail.
```

Figure 2. The Monitor Screen After Exercising The Initial Print Option

a. Select the first option as follows.

   (1) Insure the option is highlighted by pressing the UP-ARROW key if necessary.

   (2) Press the RETURN key once. The monitor screen will appear like the picture shown in Figure 3, indicating that a format cannot be accessed because it has not yet been constructed.



```
File: DOC.LIBRARY.006            REPORT CATALOG            Escape: Report Menu
Report: None

==============================================================================

                    You don't have any report formats

------------------------------------------------------------------------------
Press Space Bar to continue                                         30K Avail.
```

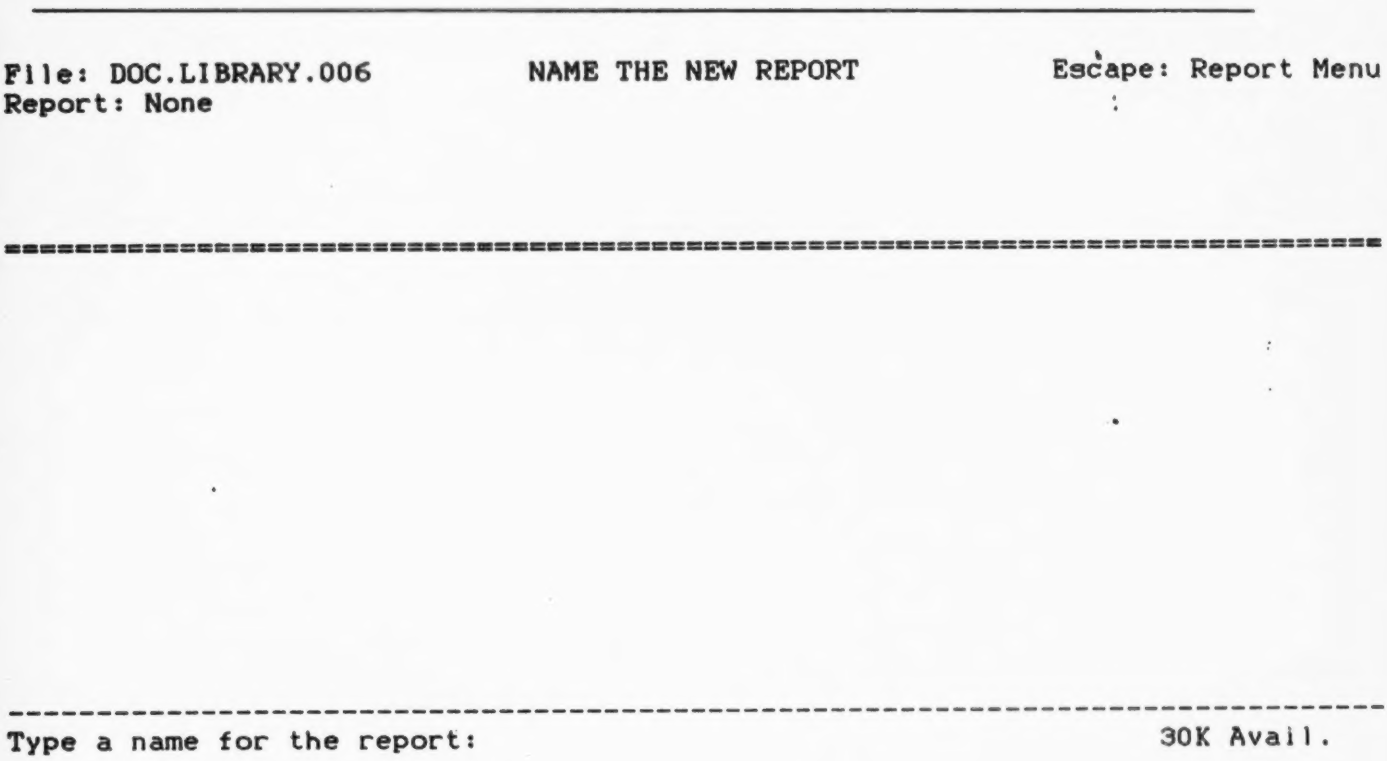
Figure 3. The Monitor Screen After Selecting The "Get a report format" Option.

b. Return to the Report Menu by pressing the ESCAPE key once.

c. Select the tables format option as follows.,

   (1) Insure that option #2 in highlighted.

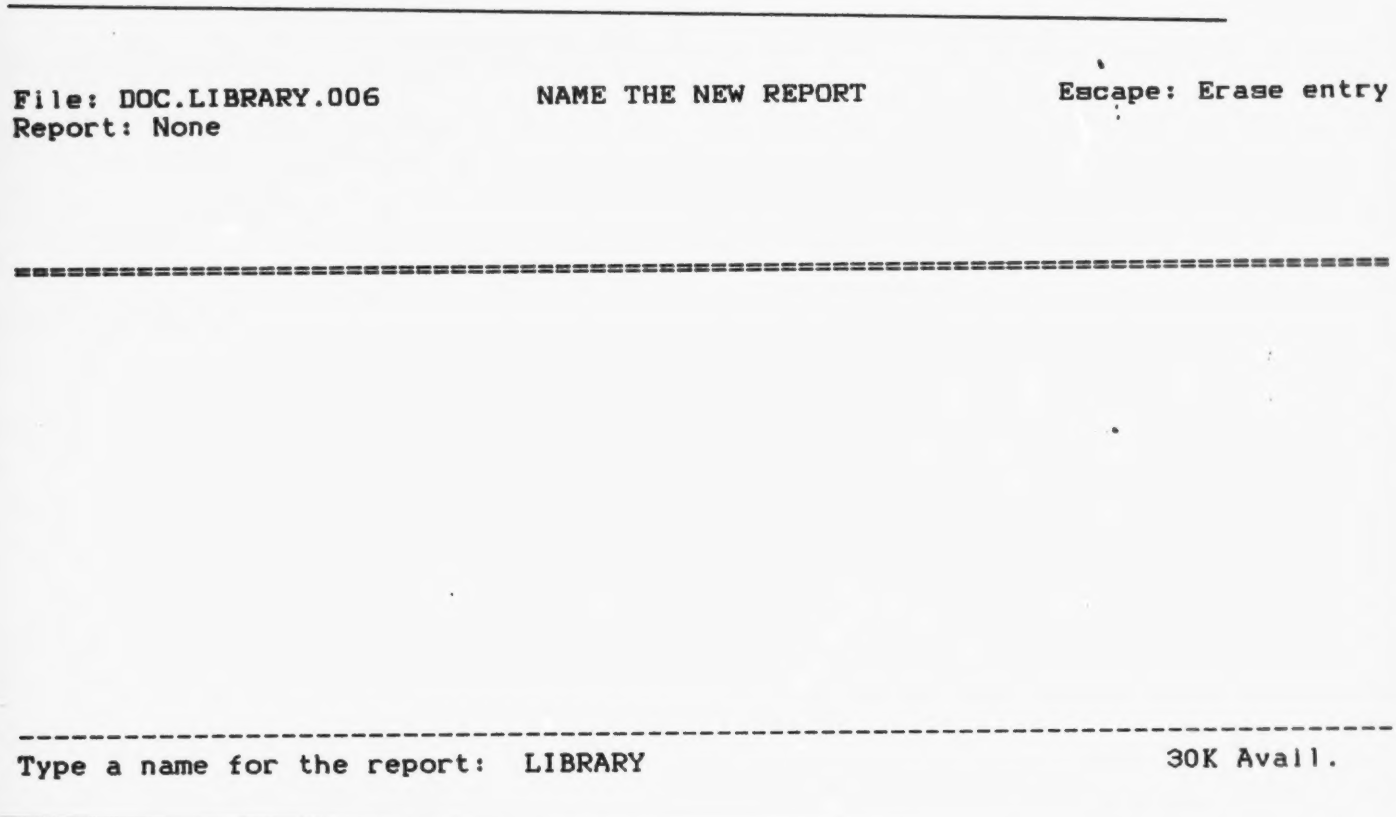
   (2) Press the RETURN key once. The monitor screen now appears identical to Figure 4.



```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: None

================================================================================






--------------------------------------------------------------------------------
Type a name for the report:                                            30K Avail.
```

Figure 4. The Monitor Screen After Selecting The Tables Format Option.

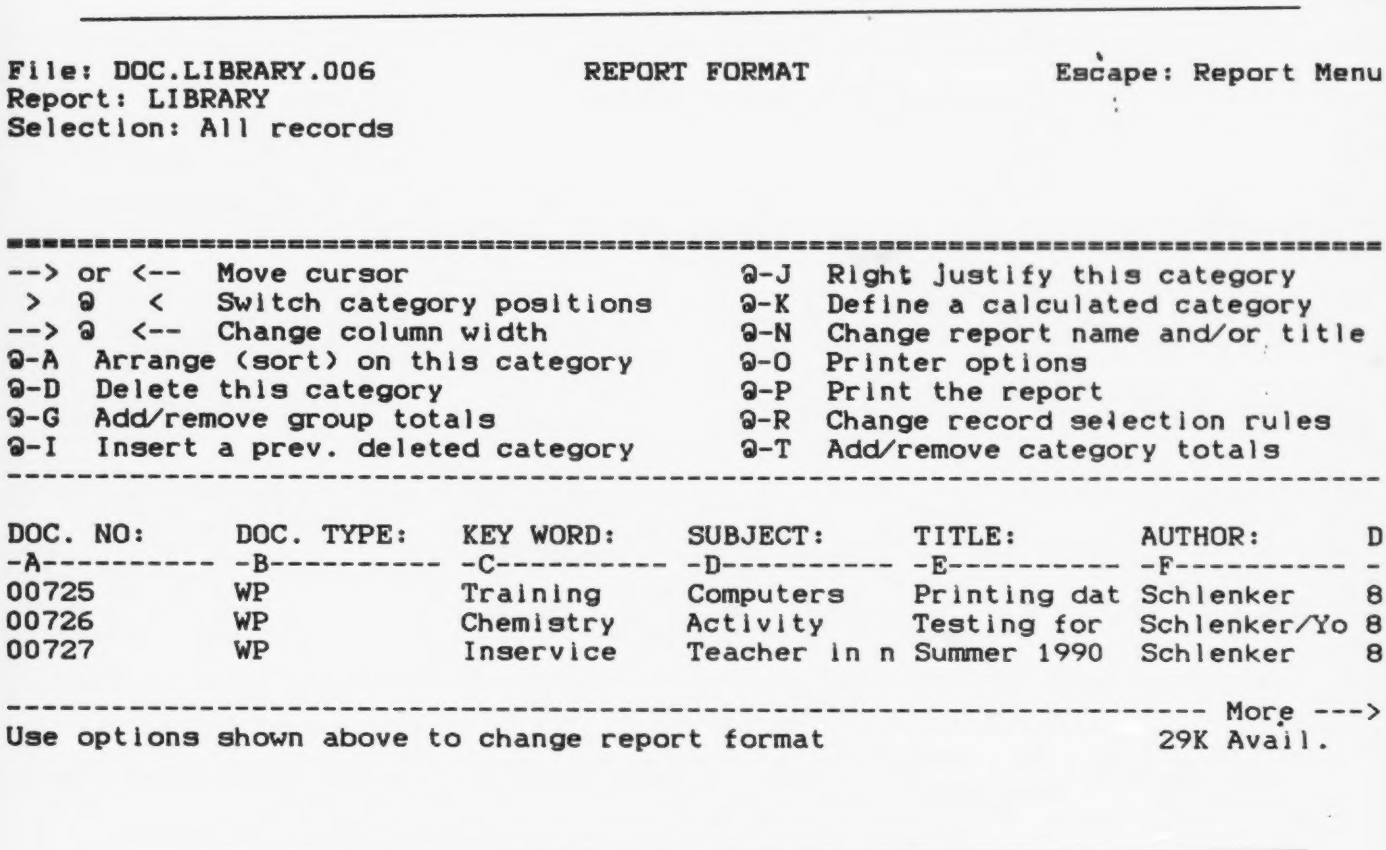
c. Name the report by typing the name you wish to appear at the top of the page when the file has been printed. An example is shown in Figure 5.



```
File: DOC.LIBRARY.006         NAME THE NEW REPORT         Escape: Erase entry
Report: None


===============================================================================




-------------------------------------------------------------------------------
Type a name for the report:  LIBRARY                                 30K Avail.
```

Figure 5. Naming The Report.

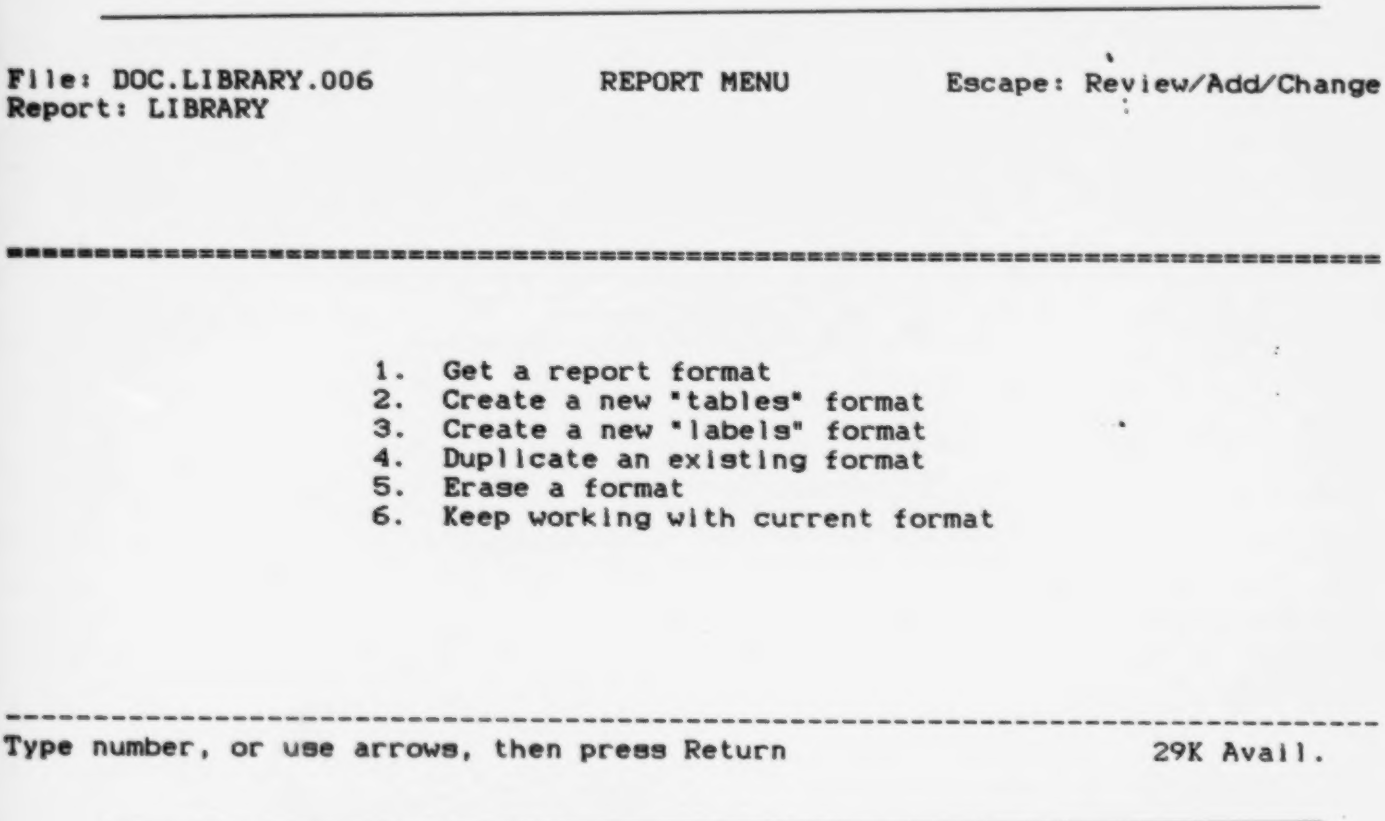
d. Enter the print options phase by pressing the RETURN key once. The monitor screen changes to appear like the example shown in Figure 6.



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

============================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @  <    Switch category positions        @-K  Define a calculated category
--> @ <--   Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category         @-O  Printer options
@-D  Delete this category                    @-P  Print the report
@-G  Add/remove group totals                 @-R  Change record selection rules
@-I  Insert a prev. deleted category         @-T  Add/remove category totals
----------------------------------------------------------------------------

DOC. NO:    DOC. TYPE:  KEY WORD:   SUBJECT:    TITLE:      AUTHOR:     D
-A--------- -B--------- -C--------- -D--------- -E--------- -F--------- -
00725       WP          Training    Computers   Printing dat Schlenker   8
00726       WP          Chemistry   Activity    Testing for Schlenker/Yo 8
00727       WP          Inservice   Teacher in n Summer 1990 Schlenker   8

---------------------------------------------------------------- More --->
Use options shown above to change report format               29K Avail.
```

Figure 6. The Beginning Of The Print Option Phase.

e. Return to the Report Menu by pressing the ESCAPE key once. The screen now appears like that shown in Figure 7.



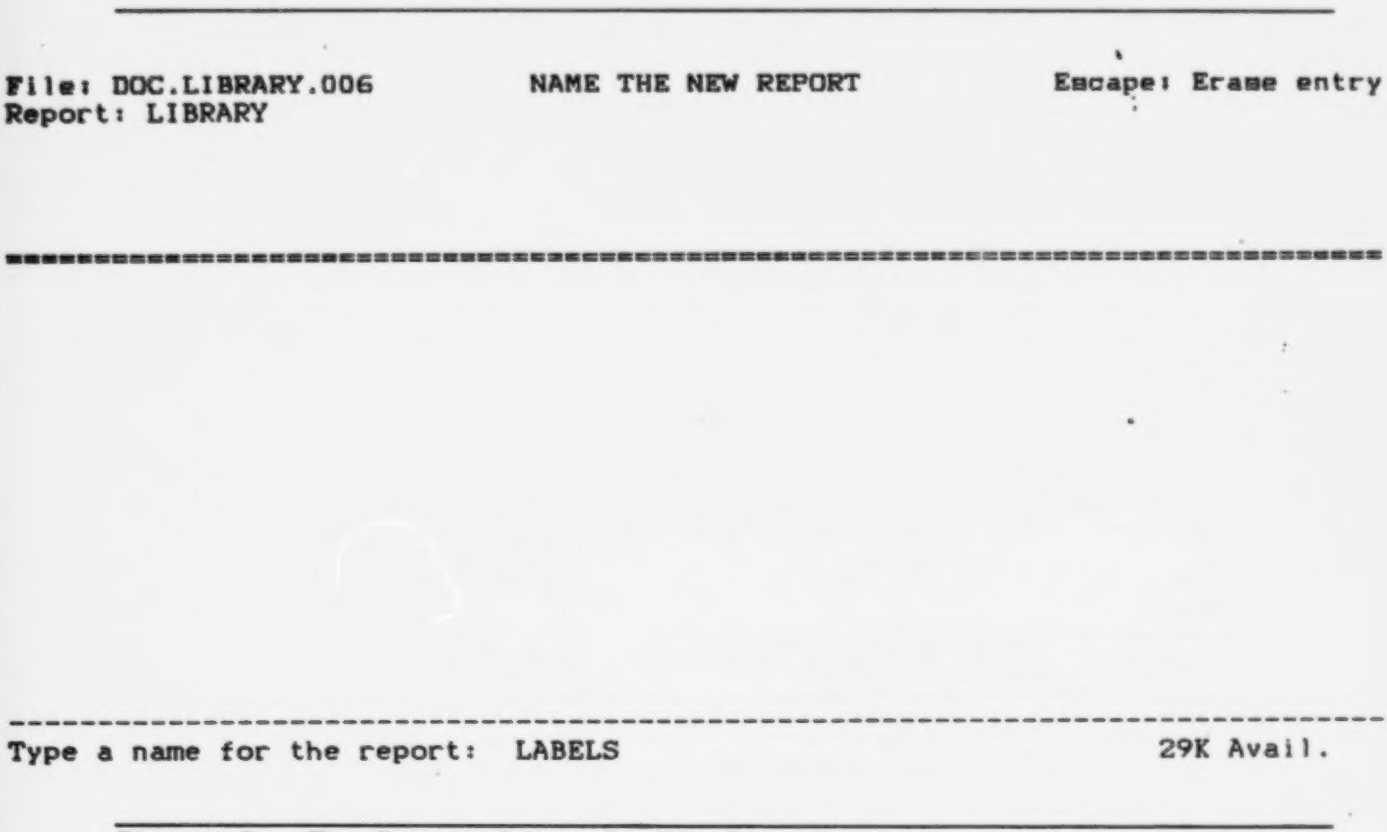
```
File: DOC.LIBRARY.006            REPORT MENU        Escape: Review/Add/Change
Report: LIBRARY

==============================================================================

                    1.  Get a report format
                    2.  Create a new "tables" format
                    3.  Create a new "labels" format
                    4.  Duplicate an existing format
                    5.  Erase a format
                    6.  Keep working with current format

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      29K Avail.
```

Figure 7. The Monitor After Returning To The Report Menu.

e. Select the labels format as follows.

(1) Press the DOWN-ARROW key twice to highlight the desired option.

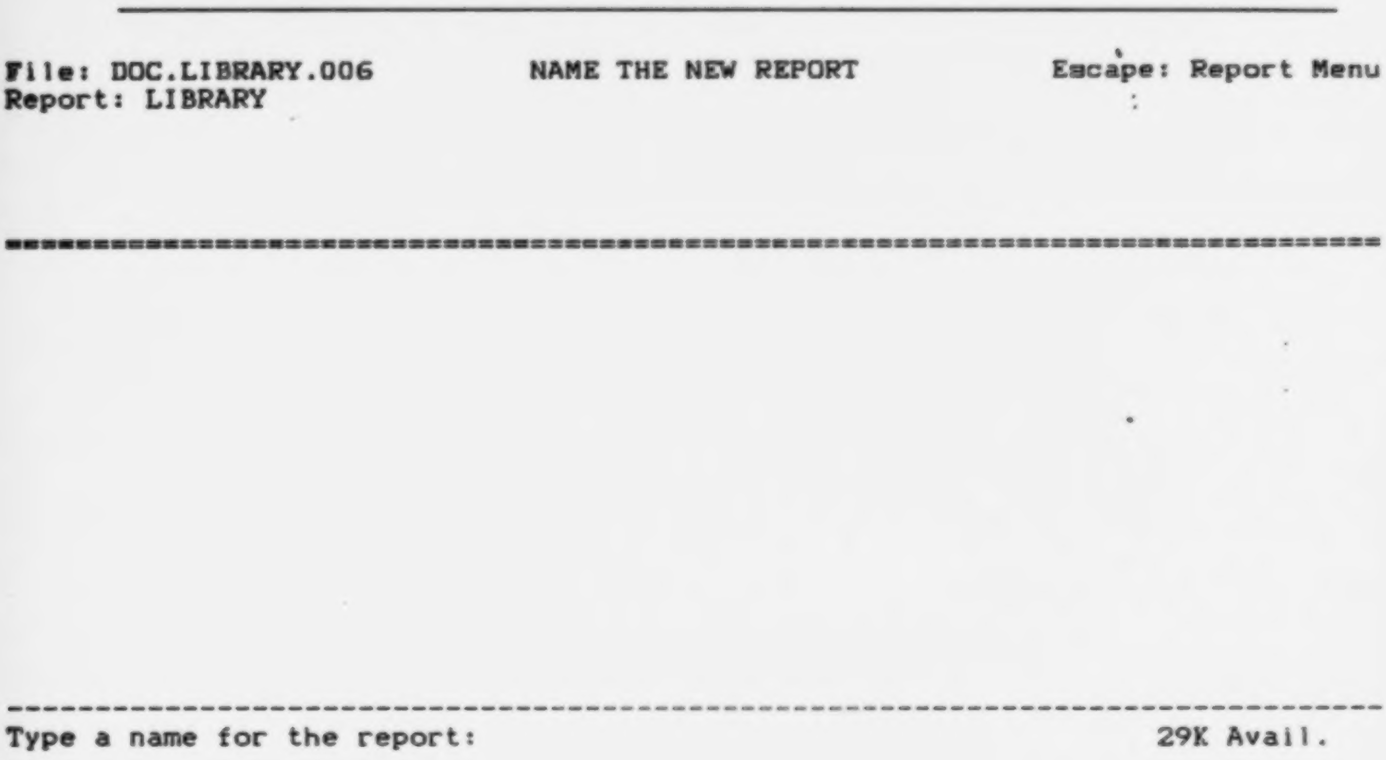
(2) Press the RETURN key once. Now examine Figure 8.



```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Erase entry
Report: LIBRARY




===============================================================================










-------------------------------------------------------------------------------
Type a name for the report:  LABELS                                 29K Avail.
```

Figure 9. The Report After It Has Been Named.

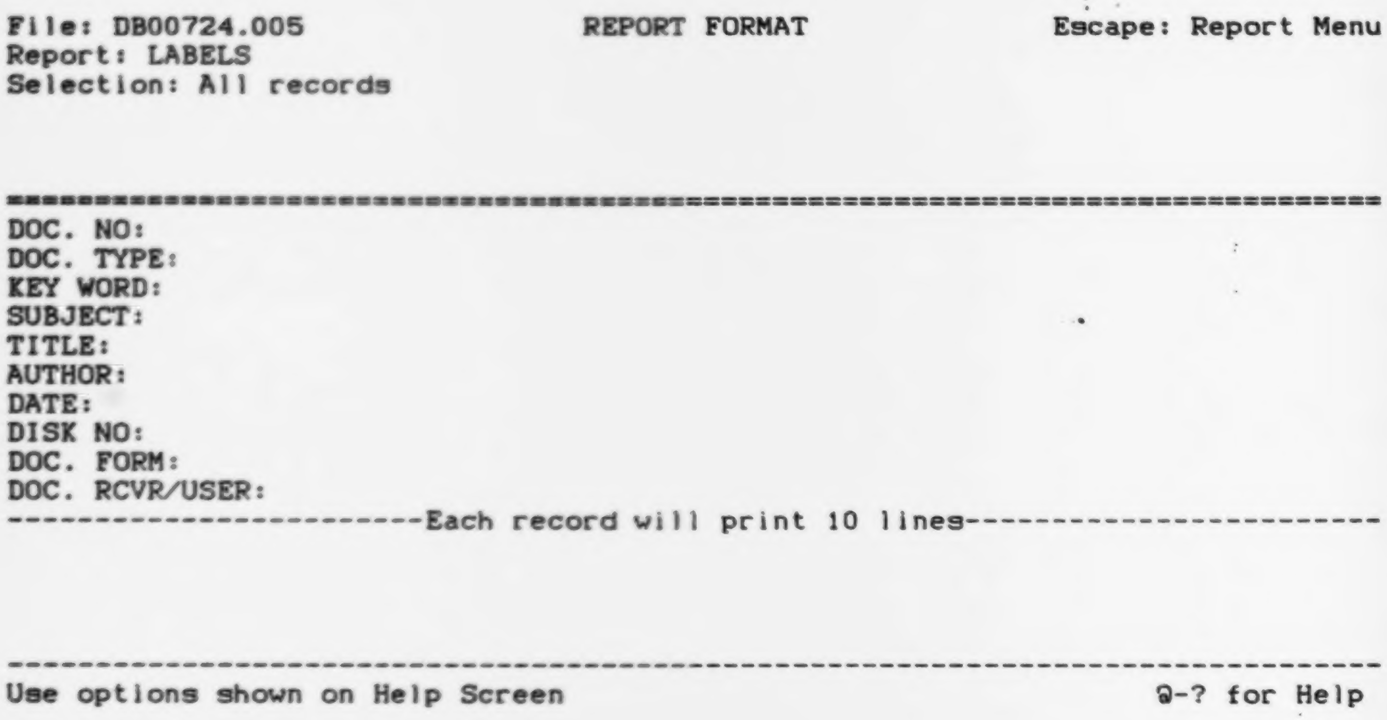
g. Enter the print option phase by pressing the RETURN key once. The screen changes to appear like the example shown in Figure 10.



```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: LIBRARY
==============================================================================









------------------------------------------------------------------------------
Type a name for the report:                                        29K Avail.
```

Figure 8. Monitor Screen With The Labels Option Selected.

f. Name the file as before by typing the name you want to appear on the report. The file following the naming process is shown in Figure 9.



```
File: DB00724.005              REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records


==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines------------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                  ∂-? for Help
```

Figure 10. The Screen After Entering The Print Option Phase.

03. Selecting A Printer. Since we are not interested in investigating print options but rather actually printing a report, we shall proceed, first printing thé report using the labels format and then the tables format.

   a. Printing The Report In Labels Format.

      (1) Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now appears identical to the picture shown in Figure 11.

```
File: DOC.LIBRARY.006            PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
                    Where do you want to print the report?

                    1.  Apple DMP

                    2.  ImageWriter

                    3.  EPSON

                    4.  The screen

                    5.  The clipboard (for the Word Processor)

                    6.  A text (ASCII) file on disk

                    7.  A DIF (TM) file on disk
--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        29K Avail.
```

Figure 11. The Screen Showing The Select A Printer Options.

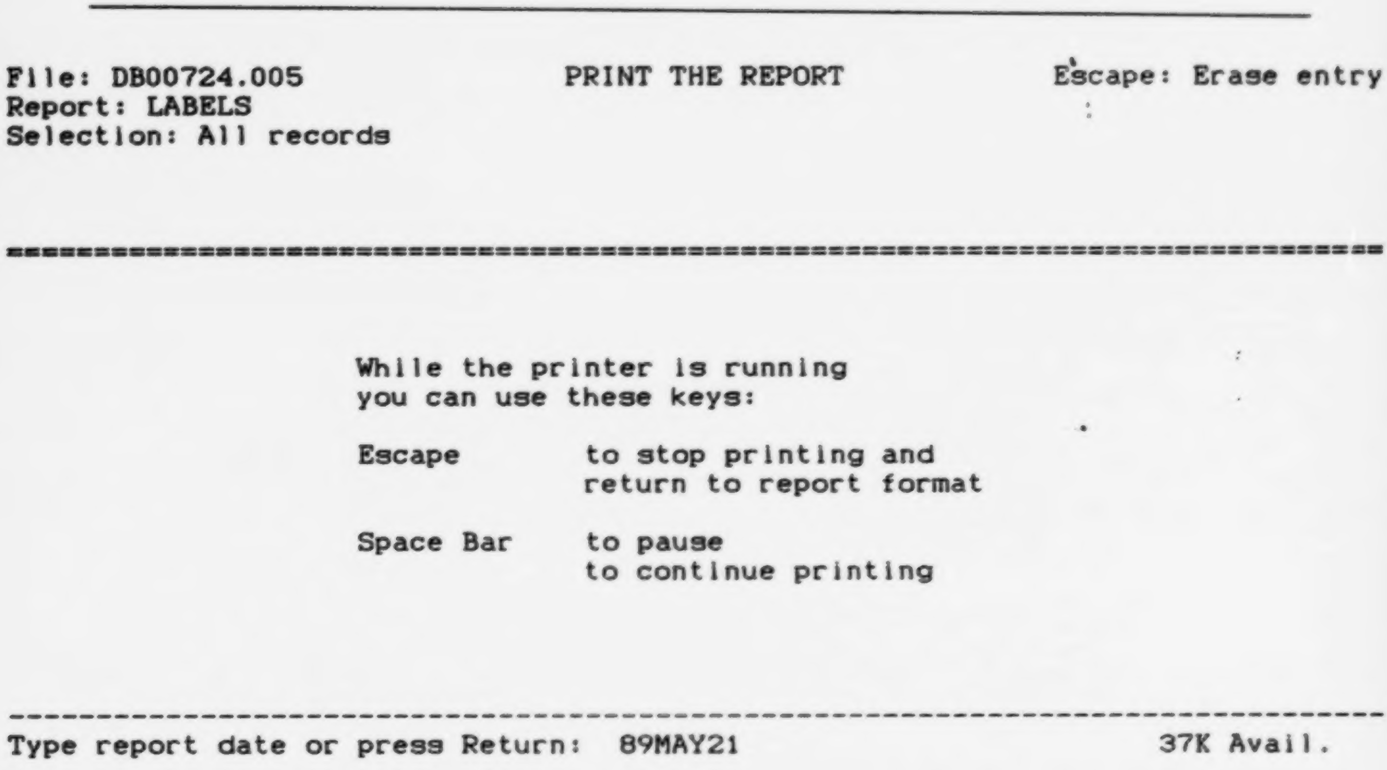
(2) Highlight the type of printer you have by using the DOWN-ARROW key. Many Apple systems use the ImageWriter printer. If the type of printer interfaced with your system is not shown here, consult your AppleWorks instruction book to obtain directions regarding how to alter the AppleWorks program so that the printer you have can be used. That procedure makes use of option #7 of the "Other Options" menu, reached through the "Main Menu."

(3) Press the RETURN key once. The monitor screen now looks like the picture shown in Figure 12.

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                   29K Avail.
```

Figure 12. The Monitor Screen After Selecting The Correct Printer.

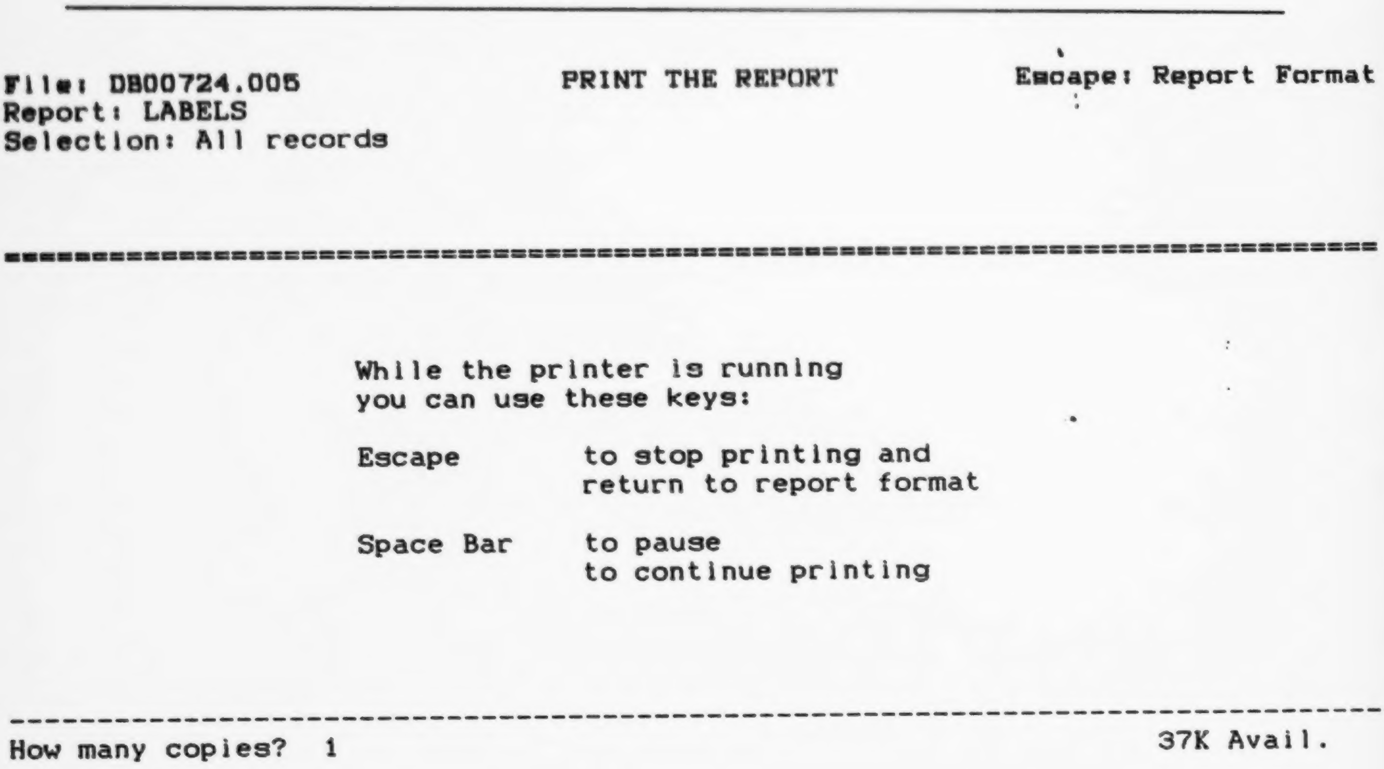
(4) Type the report date as directed on the screen. Figure 13 shows the monitor screen after accomplishing this task.



```
File: DB00724.005               PRINT THE REPORT          Escape: Erase entry
Report: LABELS
Selection: All records

===============================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing

-------------------------------------------------------------------------------
Type report date or press Return:  89MAY21                          37K Avail.
```

Figure 13. The Monitor Showing The Report Date Typed.

(5) Press the RETURN key once and examine Figure 14.



```
File: DB00724.005              PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

==============================================================================


                  While the printer is running
                  you can use these keys:

                  Escape         to stop printing and
                                 return to report format

                  Space Bar      to pause
                                 to continue printing


------------------------------------------------------------------------------
How many copies?  1                                              37K Avail.
```

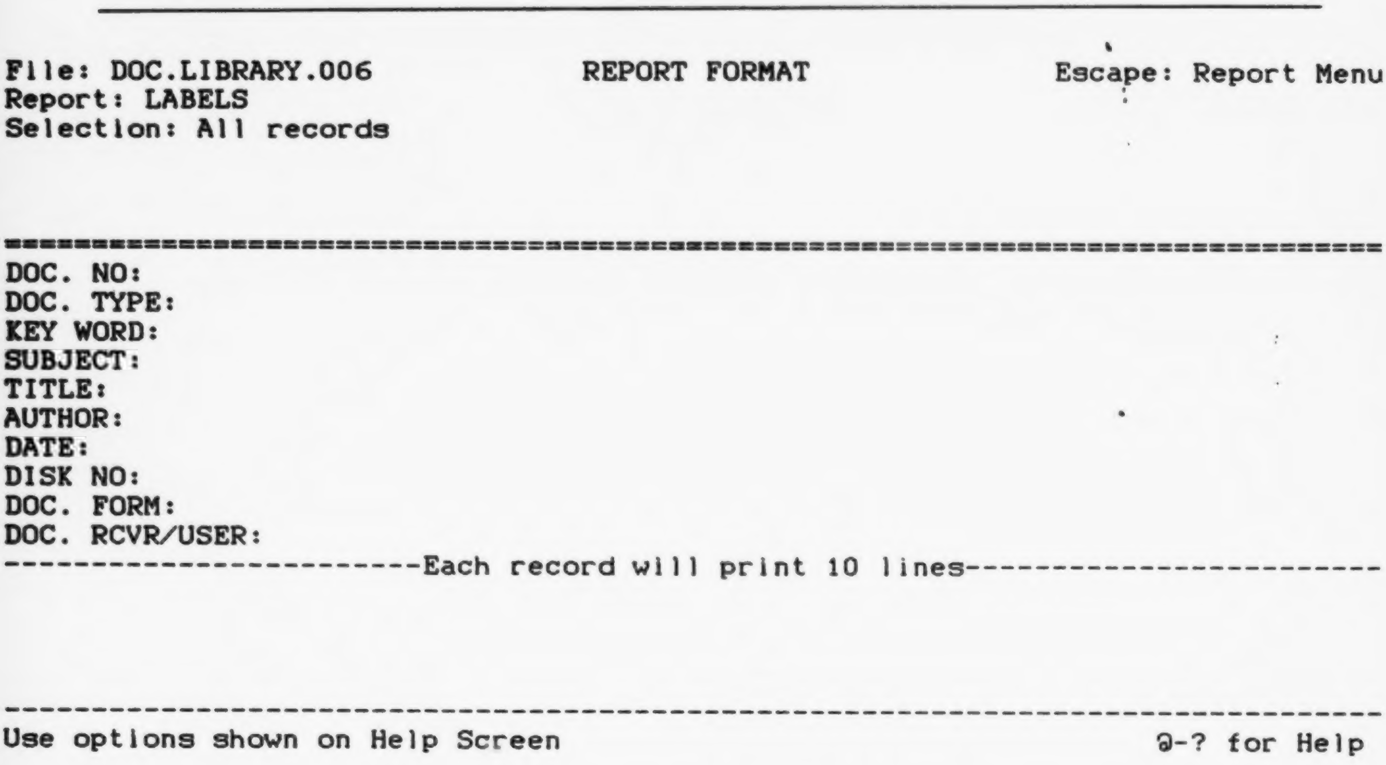
Figure 14. The Monitor Screen With The Report Date Entered.

(6) Select the number of copies you wish the computer to print as follows:

(a) Type number.

(b) Press the RETURN key once. Pressing the RETURN key automatically causes the printer to begin printing, provided it is turned on, has paper, and so on. Following the printing, the screen appears as it does in Figure 15. An example of the printed copy is shown in Figure 16.

(c) If you desire to print only one copy of the report, press the RETURN key without selecting a number. In this case, 1 will automatically be selected. Pressing the RETURN key causes the printer to begin printing. Following the printing, the screen appears as it does in Figure 15.



```
File: DOC.LIBRARY.006            REPORT FORMAT            Escape: Report Menu
Report: LABELS
Selection: All records


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                   ∂-? for Help
```

Figure 15. The Screen After The Printing Operation Has Been Completed.

```
File:    DB00724.005                                                   Page  1
Report: LABELS                                                         89MAY21

00001
WP
Training
FESEC Std Tng Pln
Instructions for Use
Anchor
Sep  8 86
000001
Instructions
LORSTA's
00002
WP
Training
Communications
Radiotelephone Basic
Schlenker
Sep  8 86
000001
Lesson Plan
LORSTA's
```

Figure 16. An Example Of The Printed Report.

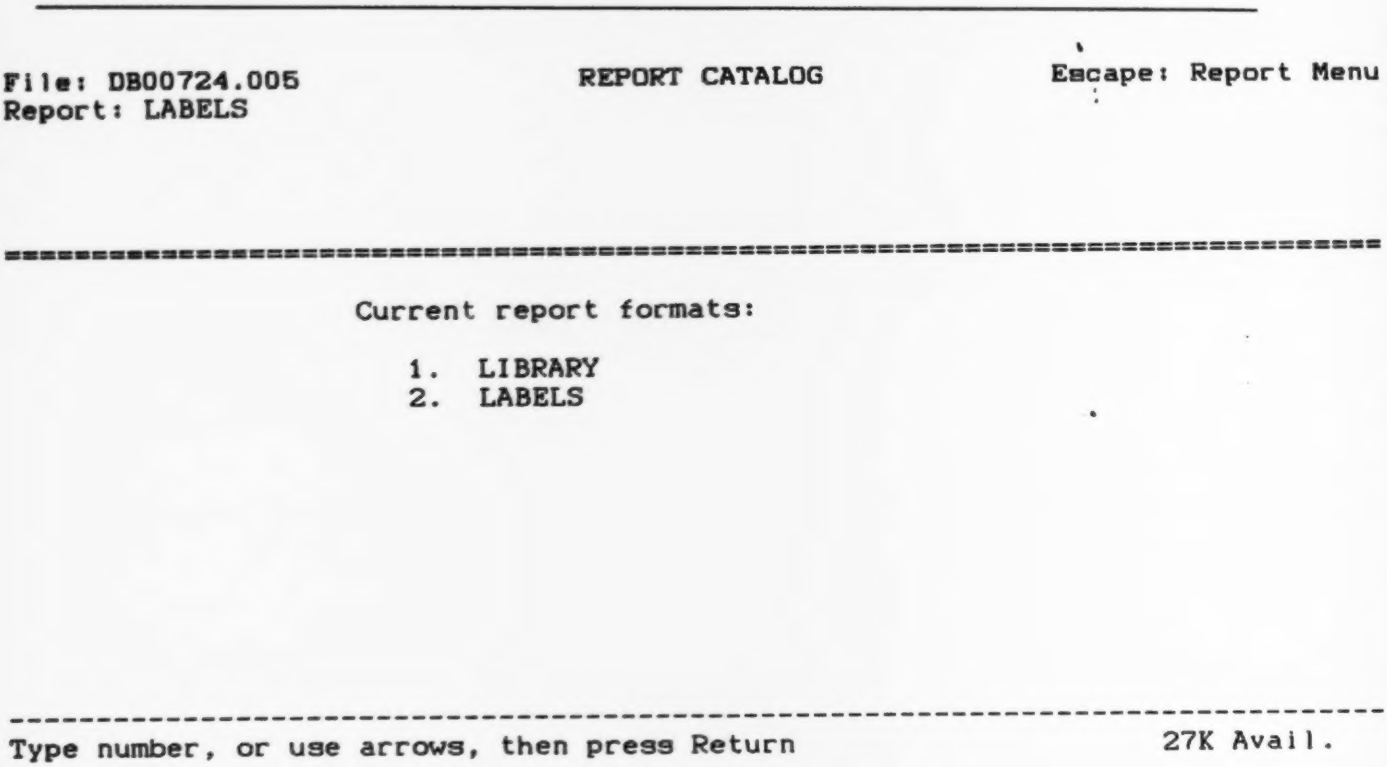
b. Printing The Report In The Tables Format.

(1) Return to the print options as follows.

(a) Press the ESCAPE key once. This action takes you to the Report Format selections.

(2) Select the "Get a report format option" by insuring that that choice is highlighted. If necessary, use the UP-ARROW key to accomplish the task.

(a) Press the RETURN key once. The screen now looks like the picture shown in Figure 17.



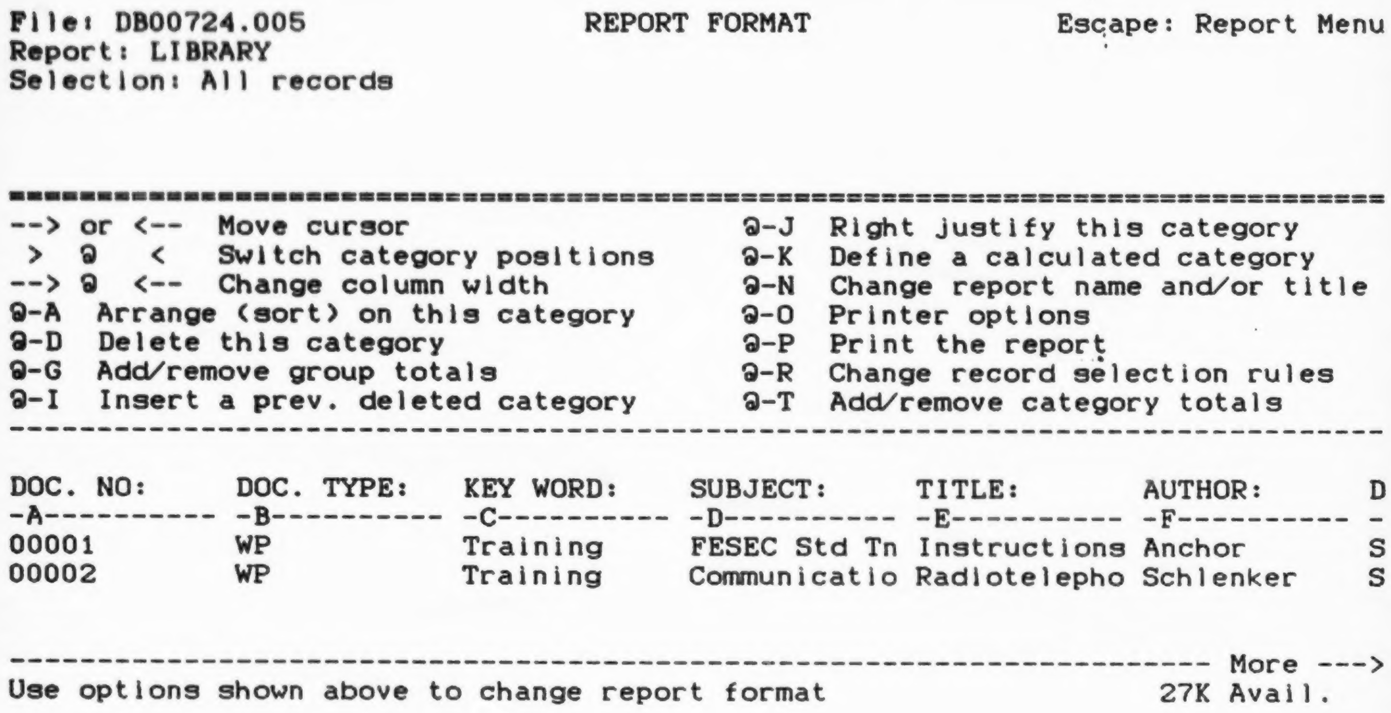
```
File: DB00724.005            REPORT CATALOG           Escape: Report Menu
Report: LABELS

==========================================================================
                    Current report formats:

                       1.  LIBRARY
                       2.  LABELS









--------------------------------------------------------------------------
Type number, or use arrows, then press Return                  27K Avail.
```

Figure 17. The Monitor Screen With "Get a report format option" Chosen.

(3) Select the tables format made earlier as follows:

(a) Highlight the proper report title using the ARROW keys.

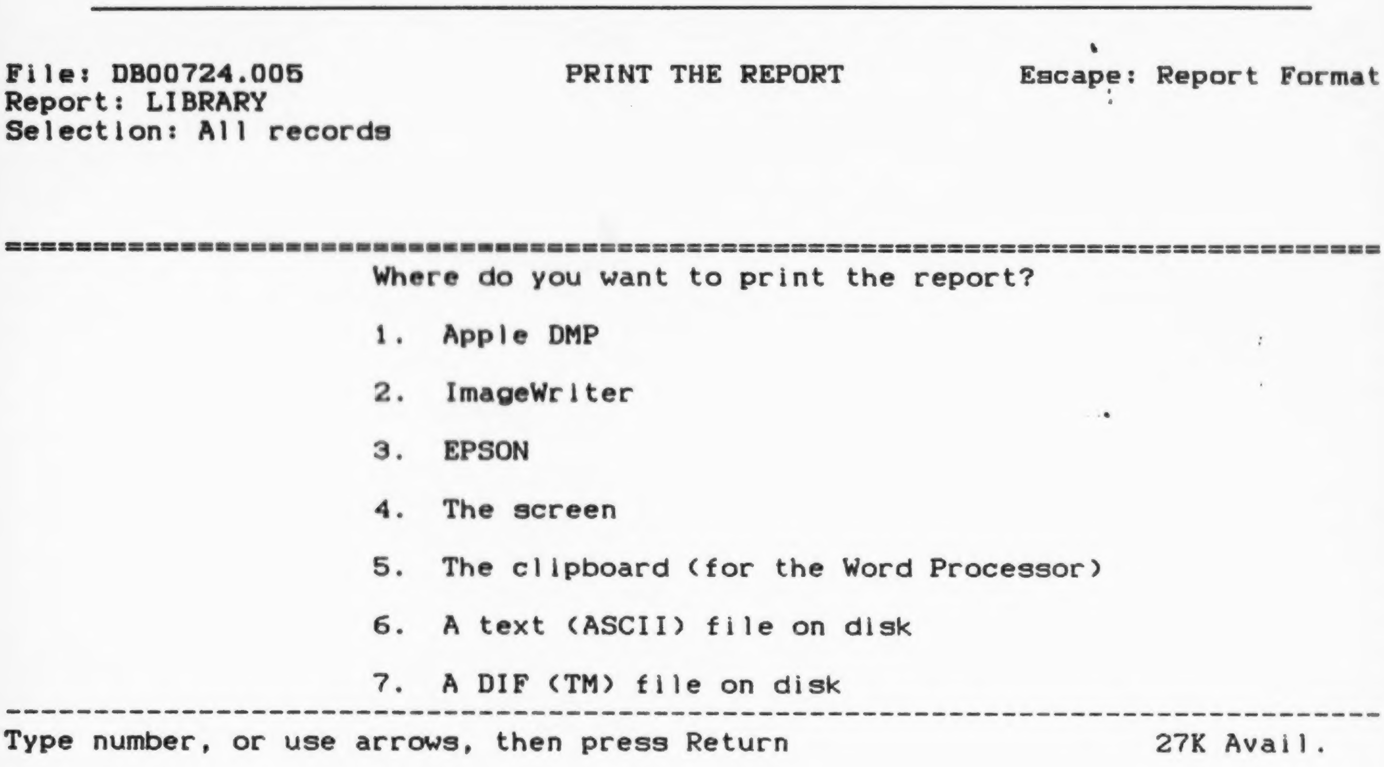
(b) Press the RETURN key once. The monitor screen changes to appear as the example in Figure 18.



```
File: DB00724.005              REPORT FORMAT           Escape: Report Menu
Report: LIBRARY
Selection: All records

================================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @   <   Switch category positions        @-K  Define a calculated category
--> @  <--  Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category         @-O  Printer options
@-D  Delete this category                    @-P  Print the report
@-G  Add/remove group totals                 @-R  Change record selection rules
@-I  Insert a prev. deleted category         @-T  Add/remove category totals
--------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00001        WP           Training     FESEC Std Tn Instructions Anchor       S
00002        WP           Training     Communicatio Radiotelepho Schlenker    S

---------------------------------------------------------------------- More --->
Use options shown above to change report format                     27K Avail.
```

Figure 18. The Screen After Returning To The Previosly Constructed Tables format.

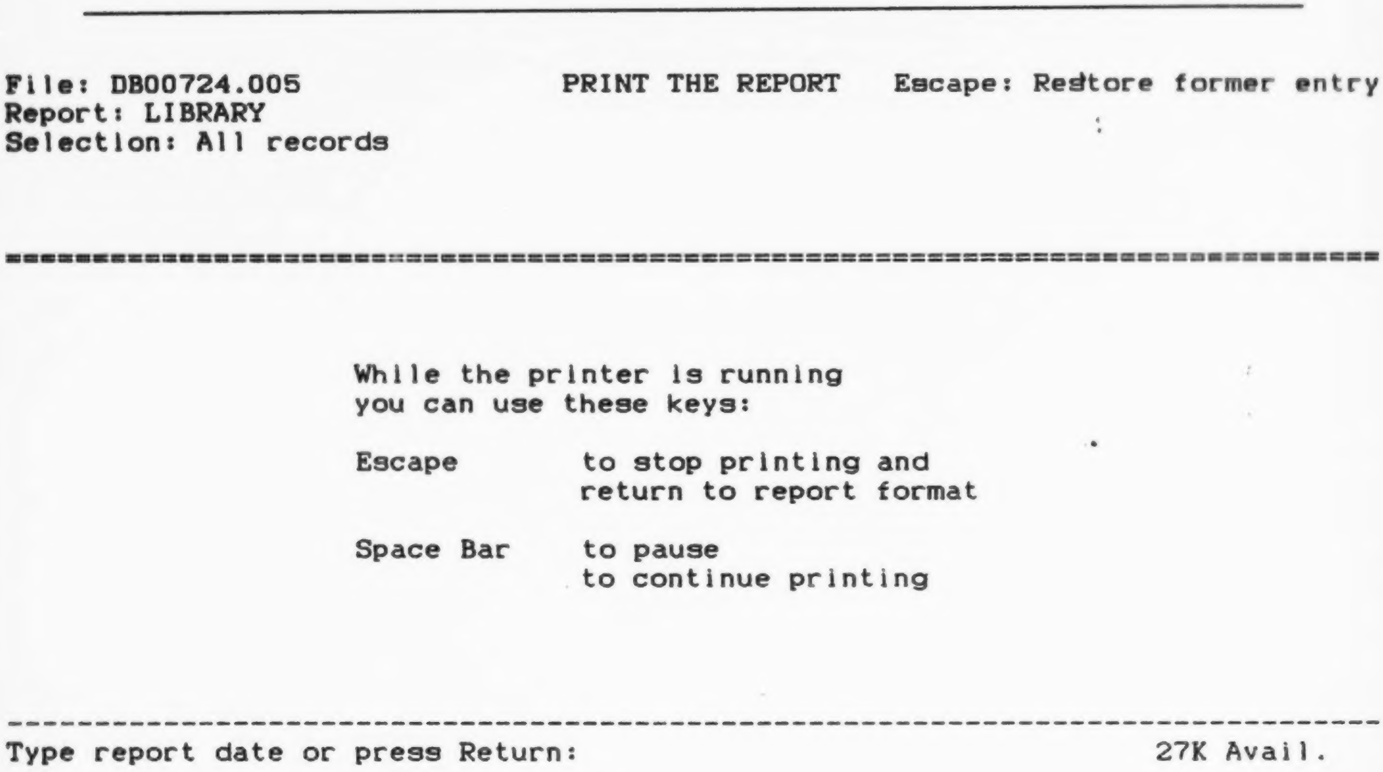
(4) Since we are not, as previously mentioned above, interested in exploring the various print options, press the OPEN-APPLE and the "P" keys at the same time. This action moves you to the select printer request (see Figure 19).



```
File: DB00724.005          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records


==============================================================================
                     Where do you want to print the report?

                     1.  Apple DMP

                     2.  ImageWriter

                     3.  EPSON

                     4.  The screen

                     5.  The clipboard (for the Word Processor)

                     6.  A text (ASCII) file on disk

                     7.  A DIF (TM) file on disk
------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       27K Avail.
```

Figure 19. Printer Select Request.

(5) Use the ARROW keys to select the proper printer and then press the RETURN key once. This brings you to the select date request (see Figure 20).



```
File: DB00724.005                 PRINT THE REPORT   Escape: Restore former entry
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                    27K Avail.
```

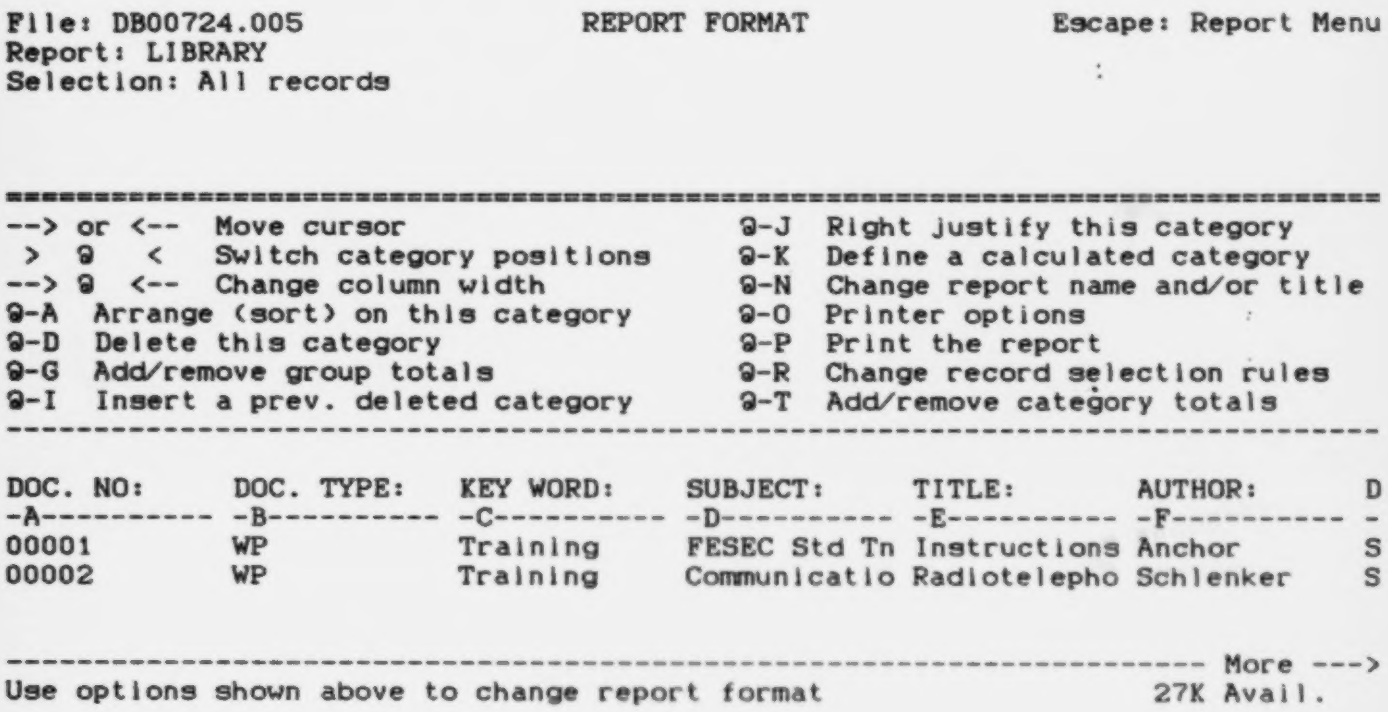
Figure 20. Select Date Request.

(6) Type the date and press the RETURN key once. You are now in the number of copies request (see Figure 21).

```
File: DB00724.005                PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing

--------------------------------------------------------------------------------
How many copies?  1                                                   27K Avail.
```

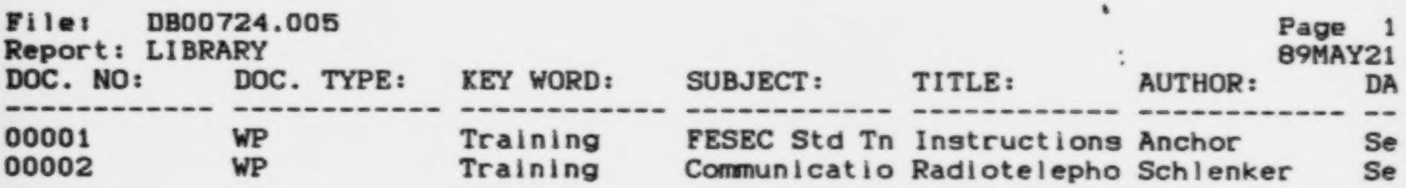
Figure 21. Number Of Copies Request.

(7) Type the number of copies and press the RETURN key once. The printer will automatically begin to print (providing it is energized and setup correctly). Following the completion of the printing task, the screen will appear similar to the example shown in Figure 22. An example of the printed report is shown in Figure 23.



```
File: DB00724.005              REPORT FORMAT              Escape: Report Menu
Report: LIBRARY
Selection: All records

===============================================================================
--> or <--   Move cursor                    @-J  Right justify this category
 > @  <      Switch category positions      @-K  Define a calculated category
--> @ <--    Change column width            @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
-------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00001        WP           Training     FESEC Std Tn Instructions Anchor       S
00002        WP           Training     Communicatio Radiotelepho Schlenker    S

---------------------------------------------------------------------- More --->
Use options shown above to change report format                    27K Avail.
```

Figure 22. The Screen After Completion Of The Printing Task.



```
File:    DB00724.005                                                         Page  1
Report: LIBRARY                                                             89MAY21
DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:         DA
------------ ------------ ------------ ------------ ------------ ------------ --
00001        WP           Training     FESEC Std Tn Instructions Anchor          Se
00002        WP           Training     Communicatio Radiotelepho Schlenker       Se
```

Figure 23. An Example Of The Printed Report.

USING APPLEWORKS V1.3 TO CONSTRUCT DATA BASE FILES FOR THE APPLE IIe COMPUTER

SECOND EDITION

By

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INTRODUCTION

"Using AppleWorks V1.3 To Construct Data Base Files For The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the data base file construction process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.

2. A Duodisk or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

Users must know how to turn on the computer if this document is to be as it was intended.

After using this document, Apple IIe computer operators should be able to format blank computer disks using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

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DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over if the startup and program portions are on opposite sides of the same disk, or:

c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

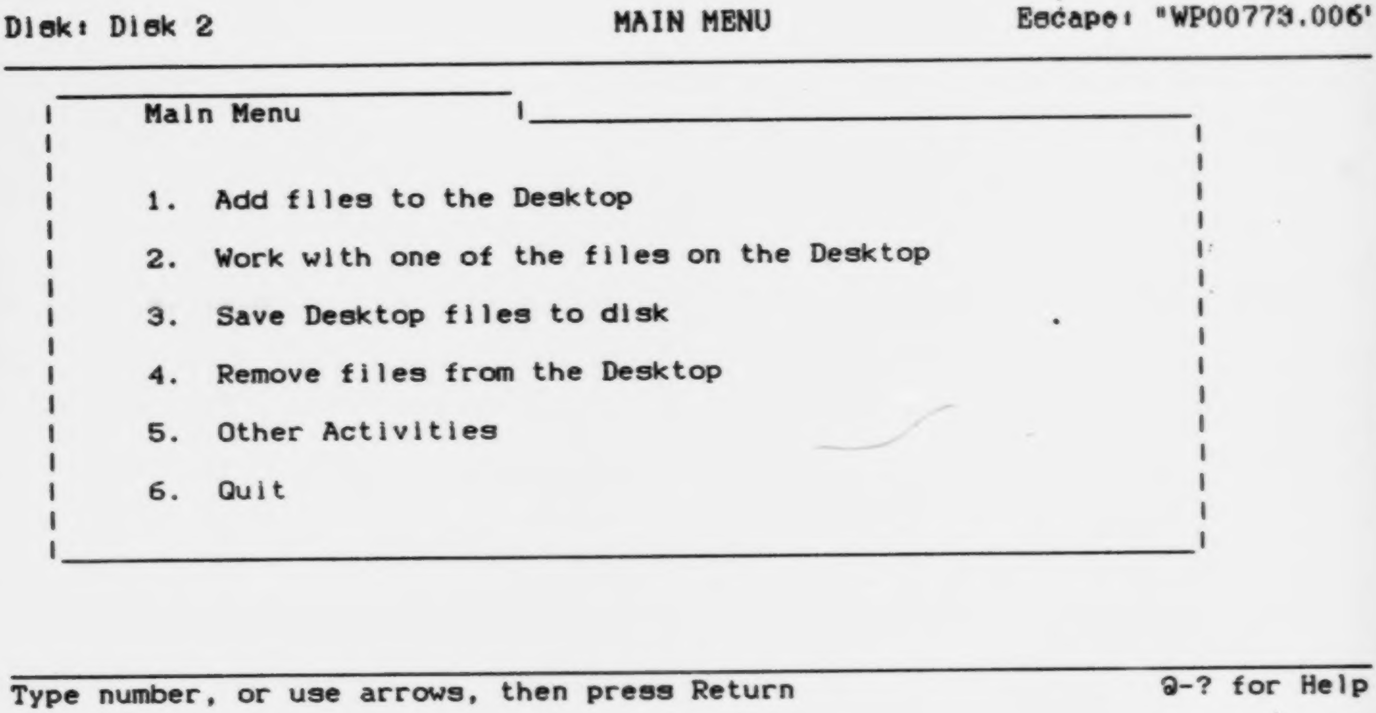
d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

(1) In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 05, omitting steps 02 through 04, after doing the following:

a. With the "Add Files" highlighted, press the RETURN key once. The picture on the monitor screen changes to look like that shown in Figure 5.

(2) If the numeral is "1" in the upper left hand corner, you should proceed directly to step number 02 see Figure 2).



```
Disk: Disk 2                    MAIN MENU              Escape: "WP00773.006'

      Main Menu

      1.  Add files to the Desktop

      2.  Work with one of the files on the Desktop

      3.  Save Desktop files to disk

      4.  Remove files from the Desktop

      5.  Other Activities

      6.  Quit

Type number, or use arrows, then press Return                  ∂-? for Help
```

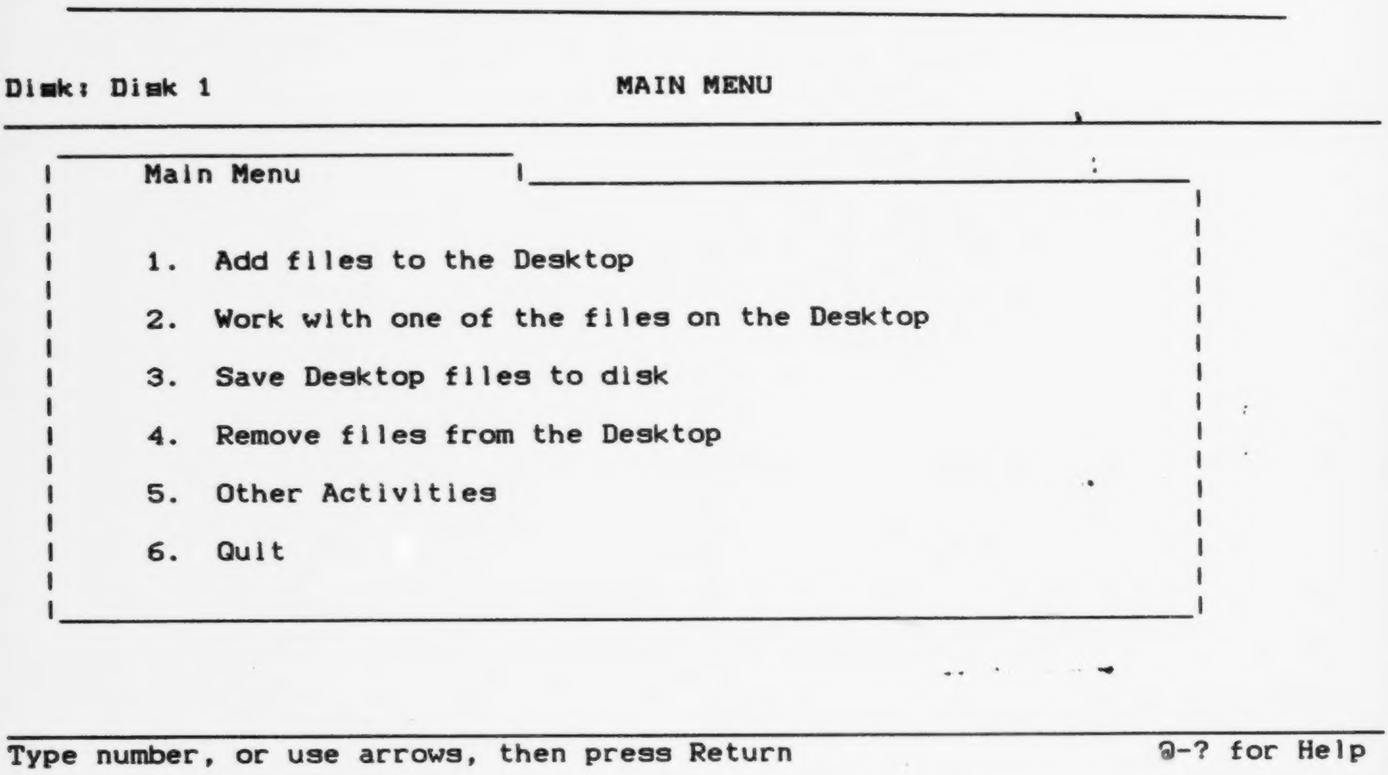
Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Disk #1 Selected. If the screen looks like the picture shown in Figure 2 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

    a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

    a. Press the DOWN-ARROW key once.



```
Disk: Disk 1                          MAIN MENU
___________________________________________________________________
     Main Menu
|
|    1.  Add files to the Desktop
|
|    2.  Work with one of the files on the Desktop
|
|    3.  Save Desktop files to disk
|
|    4.  Remove files from the Desktop
|
|    5.  Other Activities
|
|    6.  Quit
|
___________________________________________________________________
Type number, or use arrows, then press Return              @-? for Help
```

Figure 2. Computer Screen With "Disk: Disk 1" Selected.

```
      ______________________________________________________________________

Disk: Disk 1                       ADD FILES                    Escape: Main Menu
_______________________________________________________________________________
    ________________________
   |    Main Menu           |________________________________
   |                                                         |
   |  |   ________________________                           |
   |  |    Add Files            |________________________________|__
   |  |                                                              |
   |  |                                                              |
   |  |       Get files from:                                        |
   |  |                                                              |
   |  |    1.  The current disk: Disk 1                              |
   |  |    2.  A different disk                                      |
   |  |                                                              |
   |  |       Make a new file for the:                               |
   |  |                                                              |
   |  |    3.  Word Processor                                        |
   |  |    4.  Data Base                                             |
   |  |    5.  Spreadsheet                                           |
   |__|                                                              |
      |                                                              |
      |______________________________________________________________|

_______________________________________________________________________________
Type number, or use arrows, then press Return                       12K Avail.
      ______________________________________________________________________
```

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

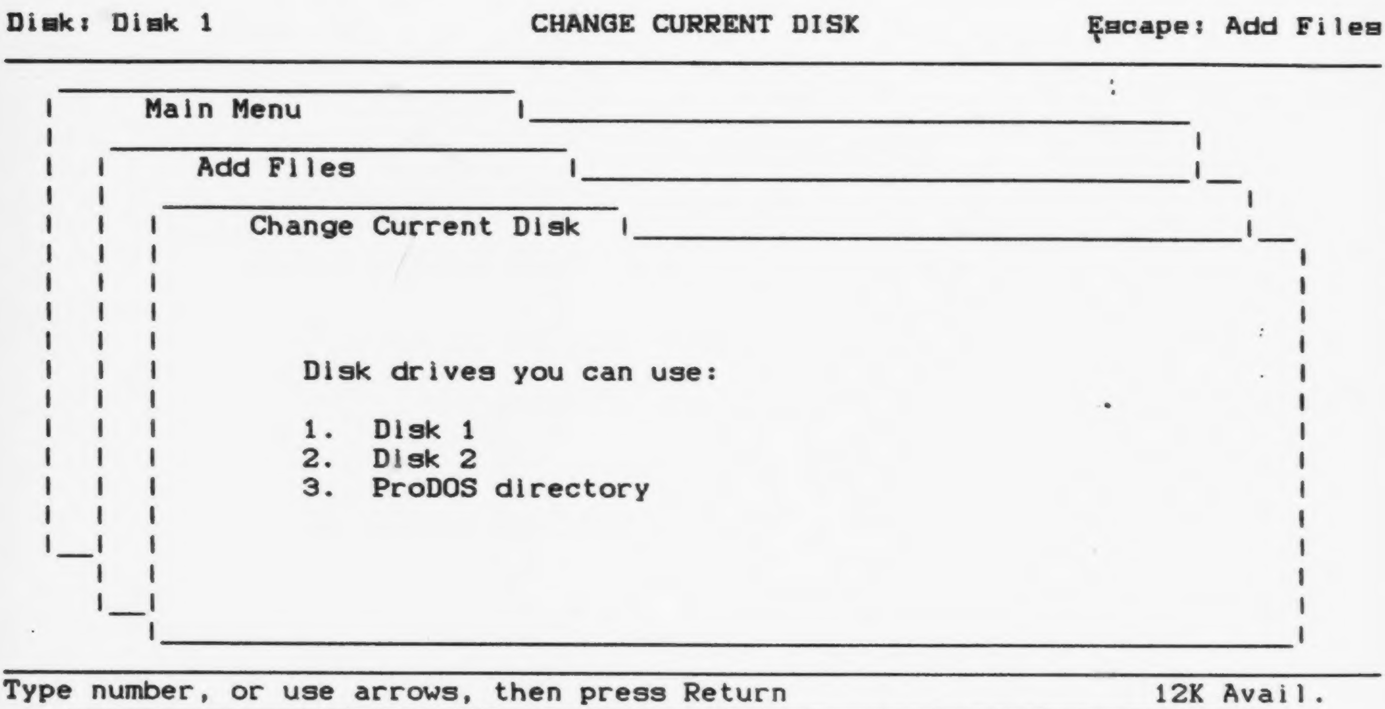
b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

04. Selecting Disk 2. Select option 2, "Disk 2" as follows:

a. Press the DOWN-ARROW key once.

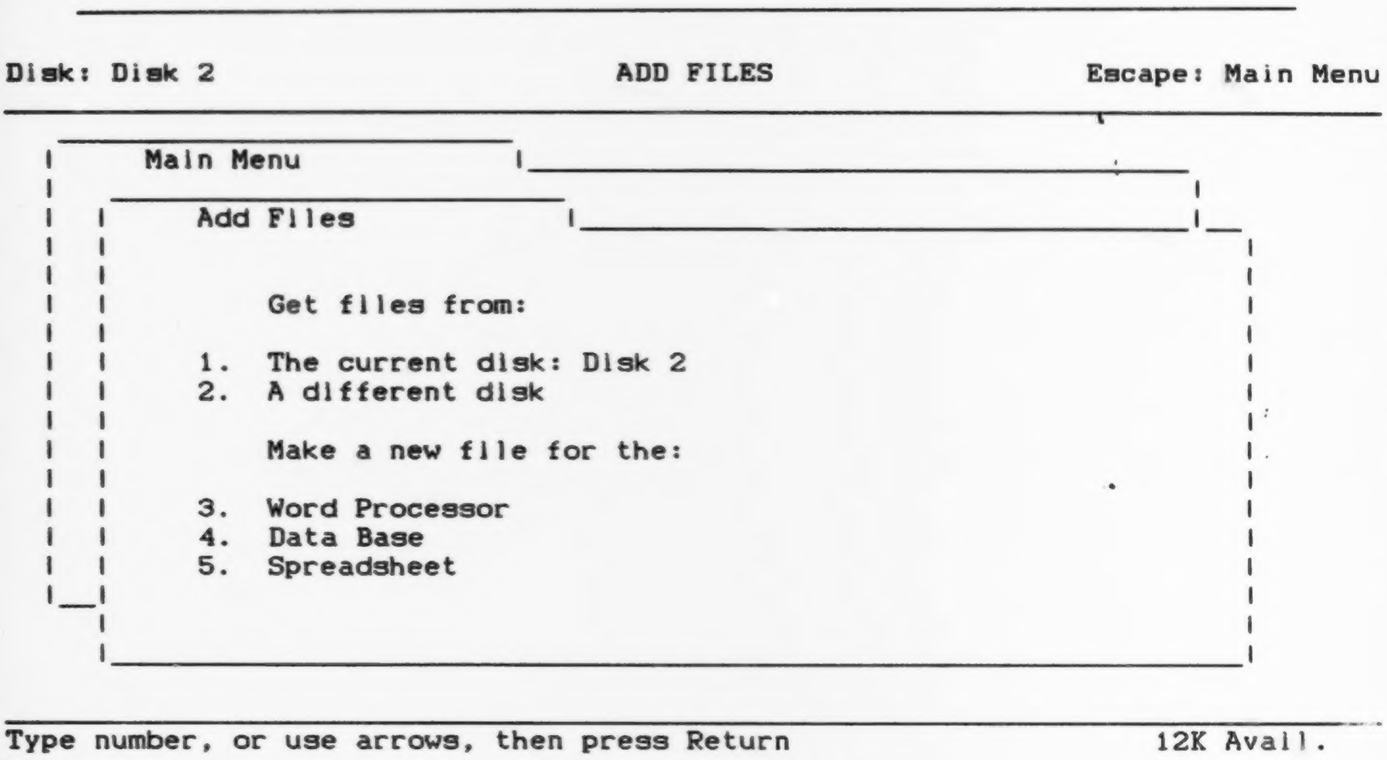
b. Press the RETURN key once. The screen should have changed following this action so that it appears like the example shown in Figure 5, with the "Add Files" menu on the monitor screen . Note that the numeral "1" in the upper left corner of the screen has changed to "2."

c. We are now ready to move into data base.



```
Disk: Disk 1                  CHANGE CURRENT DISK              Escape: Add Files
________________________________________________________________________________
   ______________________
  |    Main Menu         |_____________________________
  |    ______________________                          |
  |  |    Add Files          |___________________________|__
  |  |    _______________________                           |
  |  |  |     Change Current Disk |____________________________|__
  |  |  |                                                          |
  |  |  |                                                          |
  |  |  |                                                          |
  |  |  |                                                          |
  |  |  |       Disk drives you can use:                           |
  |  |  |                                                          |
  |  |  |       1.  Disk 1                                         |
  |  |  |       2.  Disk 2                                         |
  |  |  |       3.  ProDOS directory                               |
  |  |  |                                                          |
  |__|  |                                                          |
     |  |                                                          |
     |__|                                                          |
        |__________________________________________________________|
________________________________________________________________________________
Type number, or use arrows, then press Return                       12K Avail.
```

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.



```
Disk: Disk 2                    ADD FILES                 Escape: Main Menu

     Main Menu

          Add Files

               Get files from:

          1.   The current disk: Disk 2
          2.   A different disk

               Make a new file for the:

          3.   Word Processor
          4.   Data Base
          5.   Spreadsheet

Type number, or use arrows, then press Return                    12K Avail.
```

Figure 5. The Monitor Screen Showing The Add Files Menu After Selecting Disk #2.

05. <u>Selecting the Data Base Option</u>.

a. Press the numeral "4" key once.

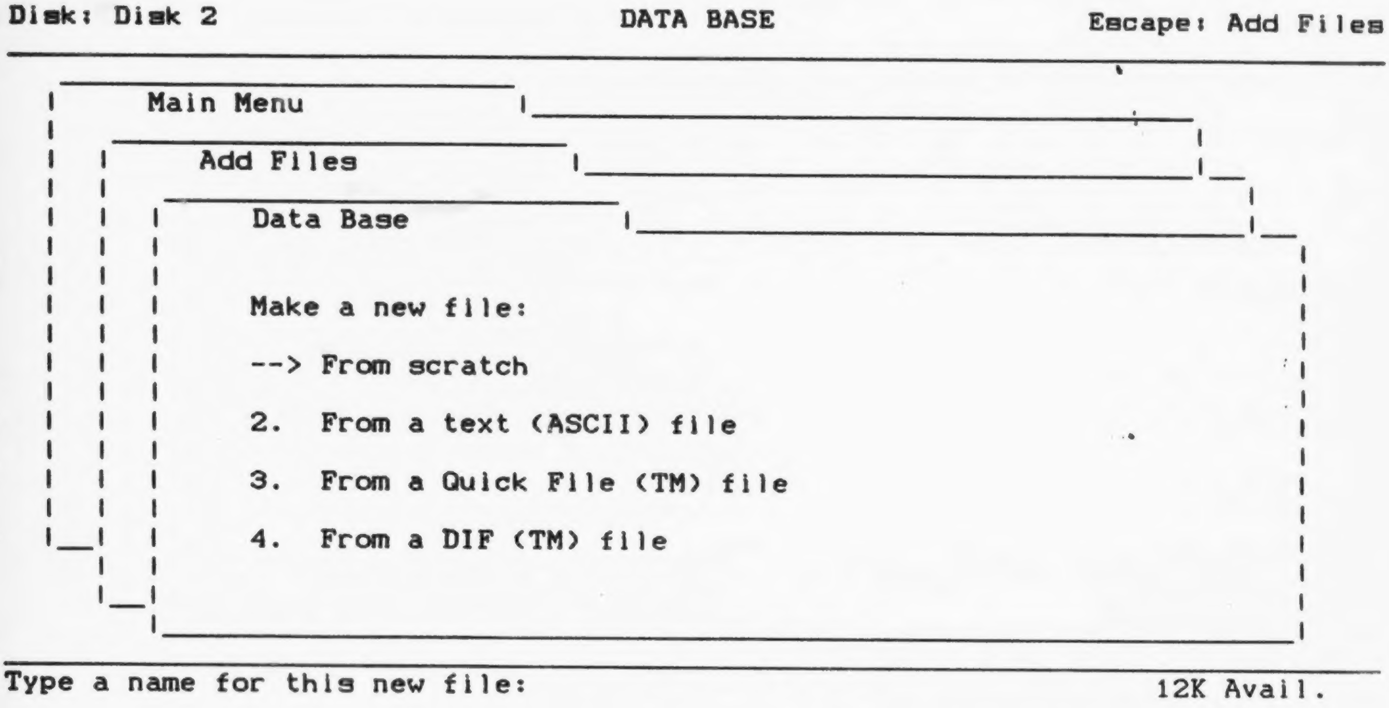
b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 6.

```
__________________________________________________________________

Disk: Disk 2                  DATA BASE             Escape: Add Files
______________________________________________________________________
   _________________________
  |     Main Menu           |_________________________________
  |     _________________________                             |
  |    |     Add Files           |_________________________________|__
  |    |     _________________________                             |
  |    |    |     Data Base           |_________________________________|__
  |    |    |                                                             |
  |    |    |                                                             |
  |    |    |     Make a new file:                                        |
  |    |    |                                                             |
  |    |    |     1.   From scratch                                       |
  |    |    |                                                             |
  |    |    |     2.   From a text (ASCII) file                           |
  |    |    |                                                             |
  |    |    |     3.   From a Quick File (TM) file                        |
  |    |    |                                                             |
  |____|    |     4.   From a DIF (TM) file                               |
       |    |                                                             |
       |____|                                                             |
            |_____________________________________________________________|
______________________________________________________________________
Type number, or use arrows, then press Return                12K Avail.
```

Figure 6. The "Data Base" Menu.

06. Naming The File.

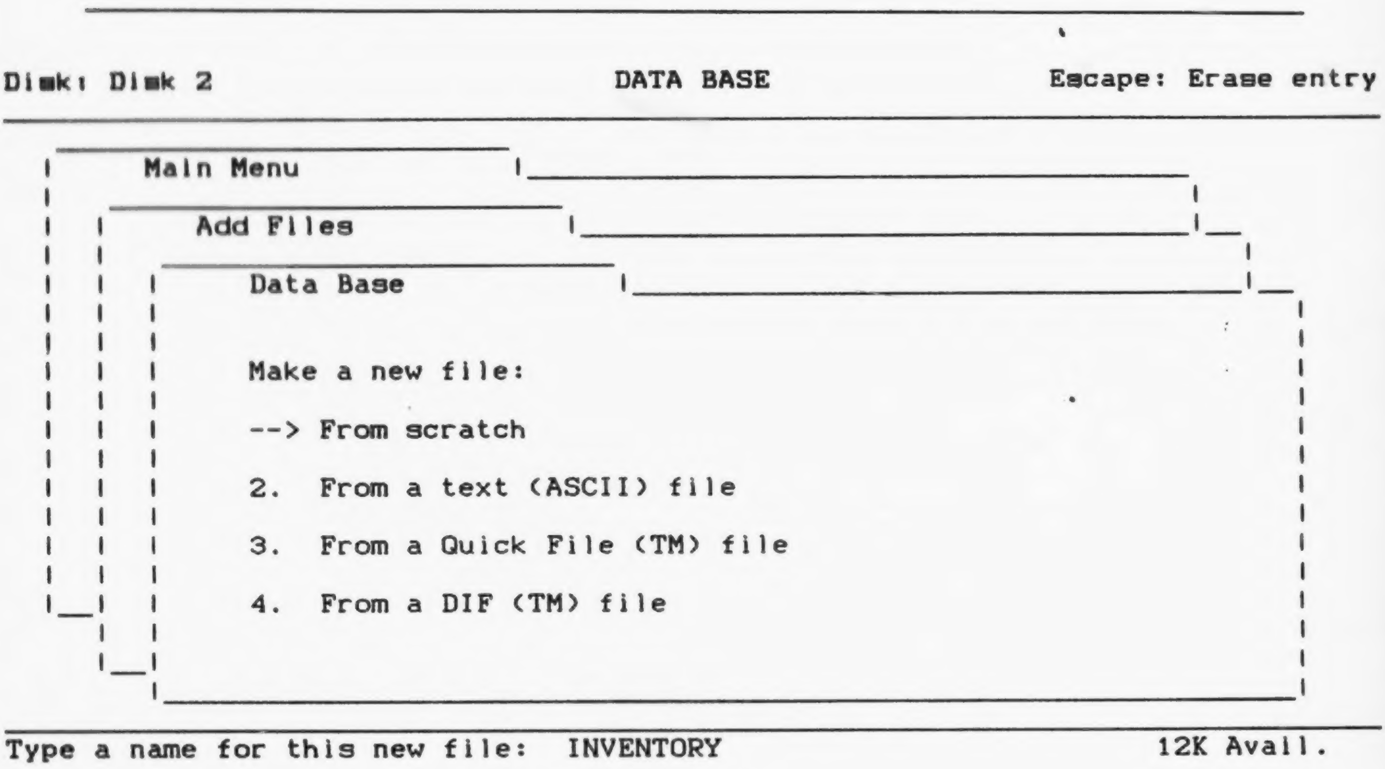
a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 7.



```
Disk: Disk 2                    DATA BASE                    Escape: Add Files

    Main Menu
        Add Files
            Data Base

            Make a new file:

            --> From scratch

            2.  From a text (ASCII) file

            3.  From a Quick File (TM) file

            4.  From a DIF (TM) file

Type a name for this new file:                                     12K Avail.
```

Figure 7. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

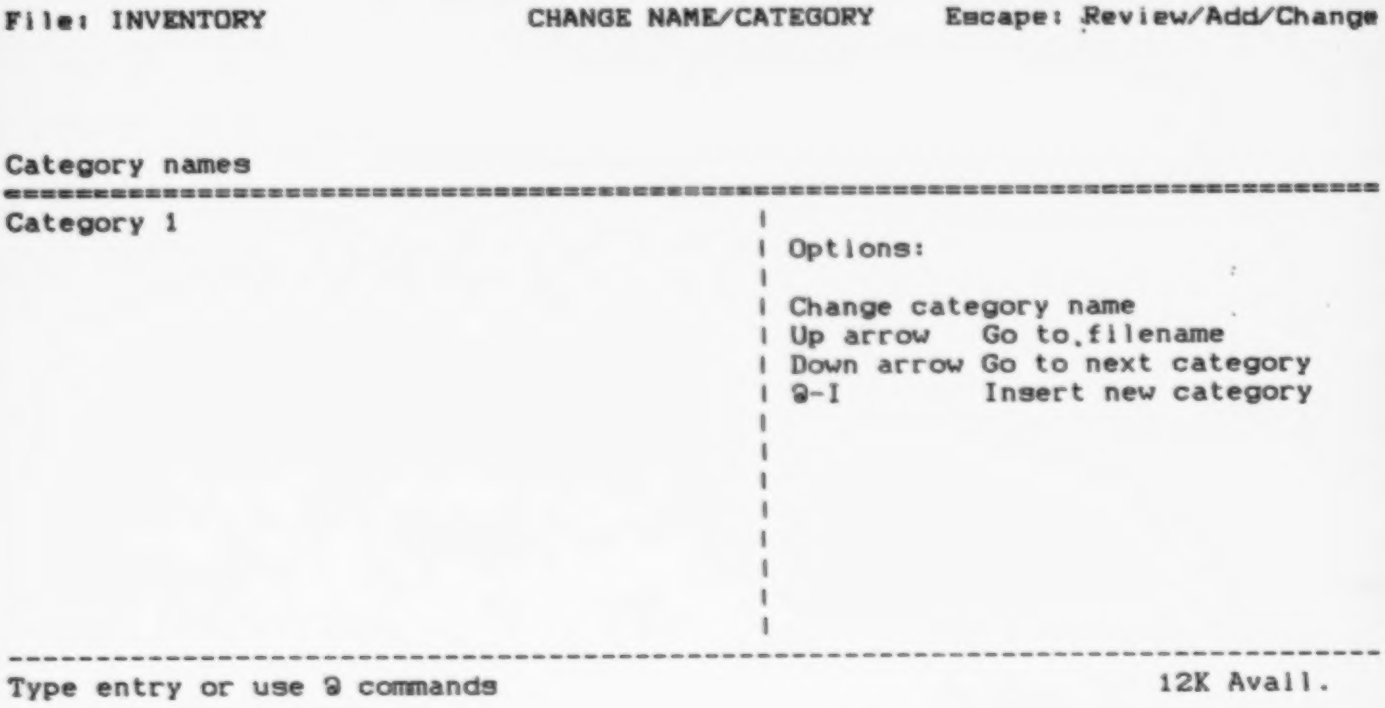
b. Directions at the bottom of the screen tell you to name the the new file so type the word "INVENTORY." The screen now is identical to the picture of the screen shown in Figure 8.



```
Disk: Disk 2                    DATA BASE              Escape: Erase entry

   Main Menu
      Add Files
         Data Base

         Make a new file:

         --> From scratch

         2.  From a text (ASCII) file

         3.  From a Quick File (TM) file

         4.  From a DIF (TM) file

Type a name for this new file:  INVENTORY                      12K Avail.
```

Figure 8. Blank Data Base File Titled "INVENTORY."

c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 9.



```
File: INVENTORY              CHANGE NAME/CATEGORY    Escape: Review/Add/Change


Category names
================================================================================
Category 1                                |
                                          | Options:
                                          |
                                          | Change category name
                                          | Up arrow    Go to.filename
                                          | Down arrow Go to next category
                                          | @-I         Insert new category
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
                                          |
--------------------------------------------------------------------------------
Type entry or use @ commands                                      12K Avail.
```

Figure 9. The Computer Screen Showing The Data Base File After Entering The Title, "INVENTORY."

07. <u>Blinking Block Cursor</u>. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-APPLE and "E" keys at the same time).

08. <u>Naming Categories Or Fields</u>. Insert the first category name (categories, in the printed data base file, run from top to bottom). This is accomplished as follows:

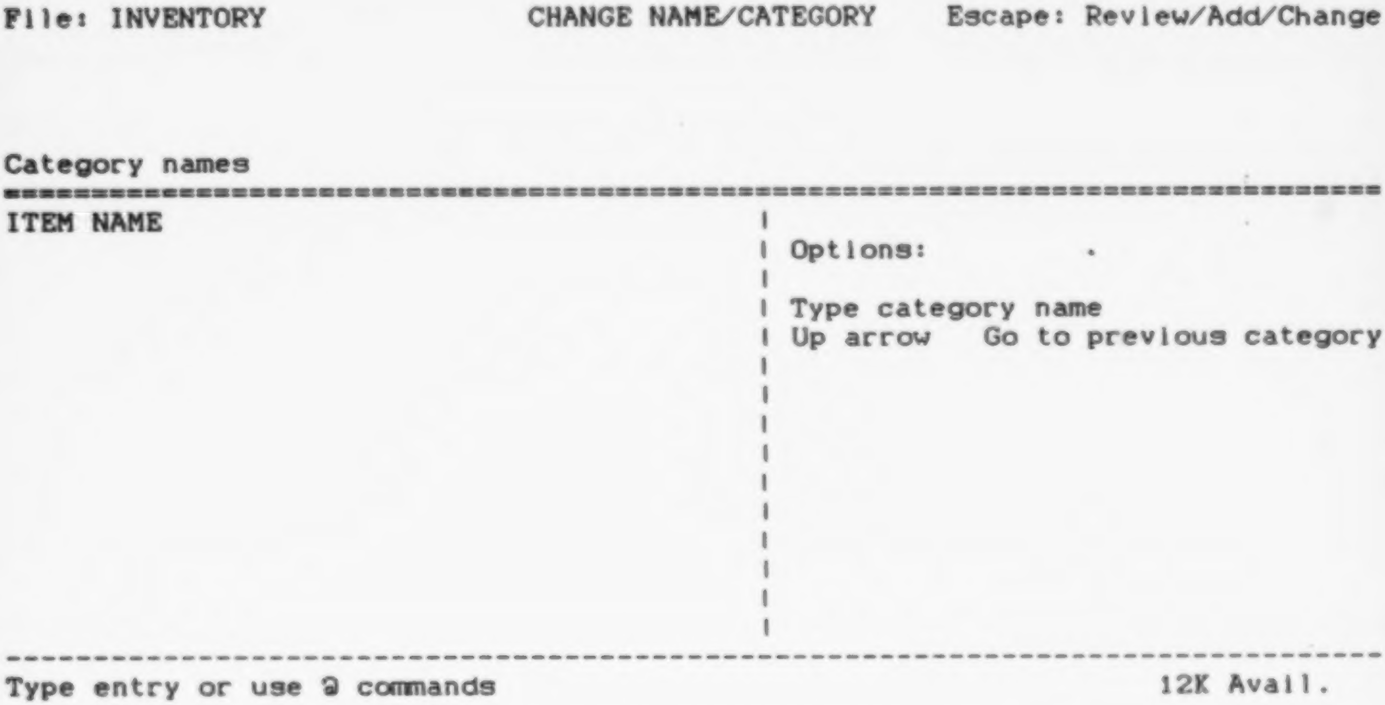
    a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

    b. Type "ITEM NAME."

    c. Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1" (see Figure

10).

d. Press the RETURN key once. The screen should look like Figure 10.

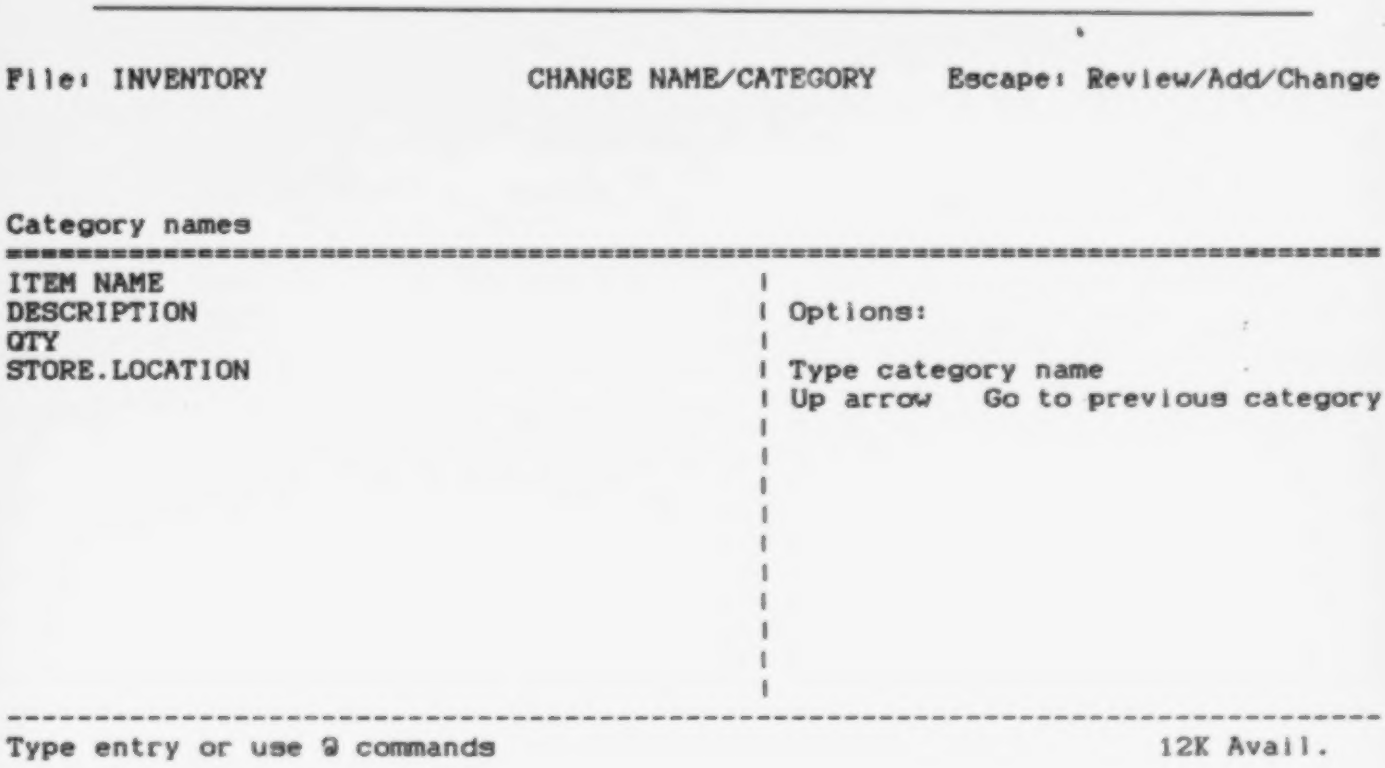


```
File: INVENTORY               CHANGE NAME/CATEGORY    Escape: Review/Add/Change



Category names
===============================================================================
ITEM NAME                                   |
                                            | Options:
                                            |
                                            | Type category name
                                            | Up arrow   Go to previous category
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
-------------------------------------------------------------------------------
Type entry or use @ commands                                        12K Avail.
```

Figure 10. The Computer Screen After Inserting The "ITEM NAME" Category.

e. Type, "DESCRIPTION," and then press the RETURN key once.

f. Insert two additional categories titled "QTY" and "STOR.LOCATION" (storage location). Press the RETURN key once after typing each category name as was done above in steps "b" and "c." The screen should look like the picture in Figure 11. At this point, the cursor is located on the line below "STOR.LOCATION."



```
File: INVENTORY               CHANGE NAME/CATEGORY    Escape: Review/Add/Change


Category names
===============================================================================
ITEM NAME                                   |
DESCRIPTION                                 | Options:
QTY                                         |
STORE.LOCATION                              | Type category name
                                            | Up arrow   Go to previous category
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
-------------------------------------------------------------------------------
Type entry or use 9 commands                                        12K Avail.
```

Figure 11. The Computer Screen After Typing The Four Category Names.

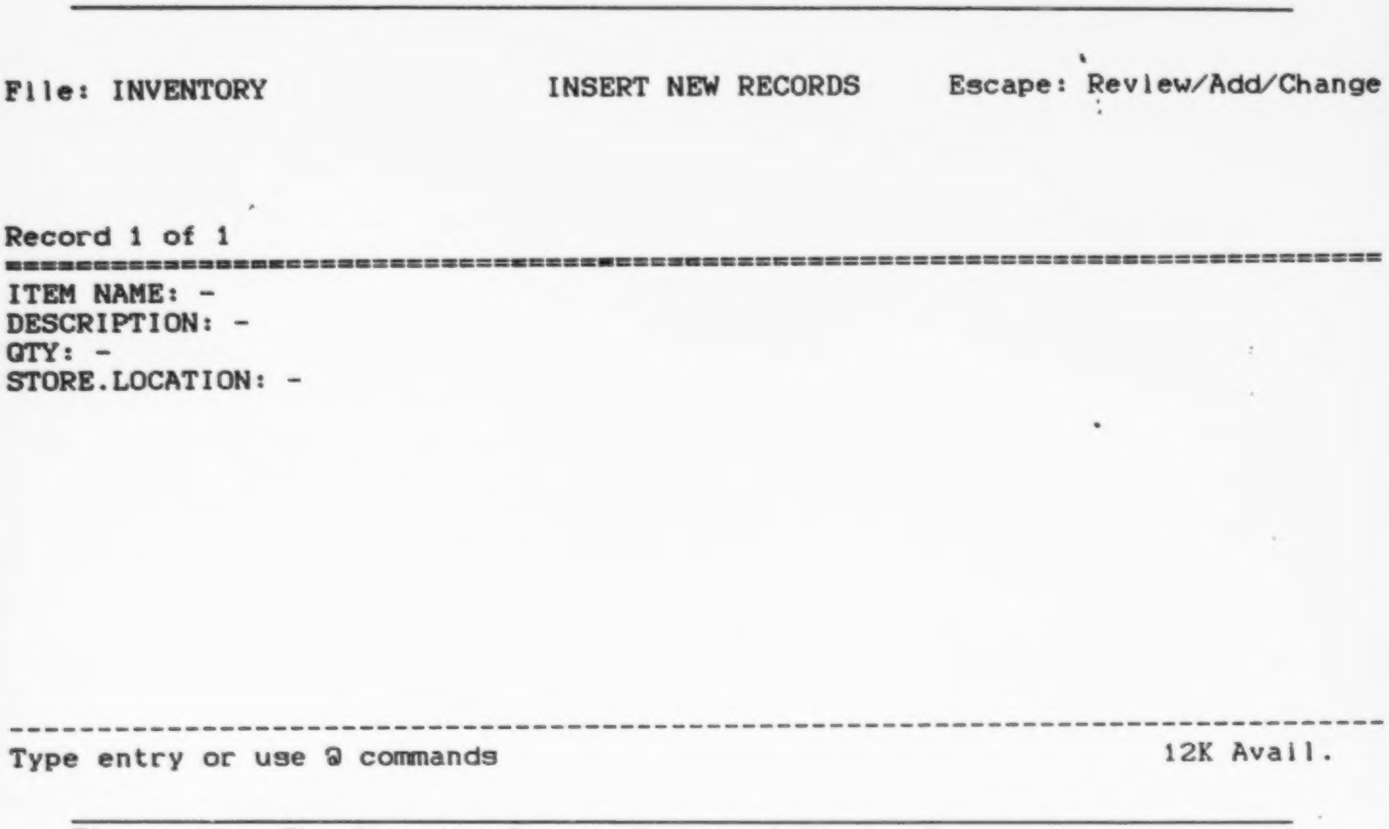
09. Moving To Insert Data.

a. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 12.

```
File: INVENTORY              REVIEW/ADD/CHANGE          Escape: Main Menu


Category names
===============================================================================


                    This file does not yet contain
                    any information.  Therefore, you
                    will automatically go into the
                    Insert New Records feature.





-------------------------------------------------------------------------------
Press Space Bar to continue                                        12K Avail.
```

Figure 12. The Monitor Screen After Performing Step "a."

b. Press the SPACE-BAR once. The screen changes to appears like the screen shown in Figure 13 and the file is ready for the insertion of real data.



```
File: INVENTORY                INSERT NEW RECORDS     Escape: Review/Add/Change


Record 1 of 1
==============================================================================
ITEM NAME: -
DESCRIPTION: -
QTY: -
STORE.LOCATION: -







------------------------------------------------------------------------------
Type entry or use @ commands                                       12K Avail.
```

Figure 13. The Computer Screen Showing A Blank "Record 1 of 1."

10. Inserting Data. Insert data in the first two records (records run from left to right in the printed data base). This accomplished as follows:

    a. Type the information to be entered in a category.

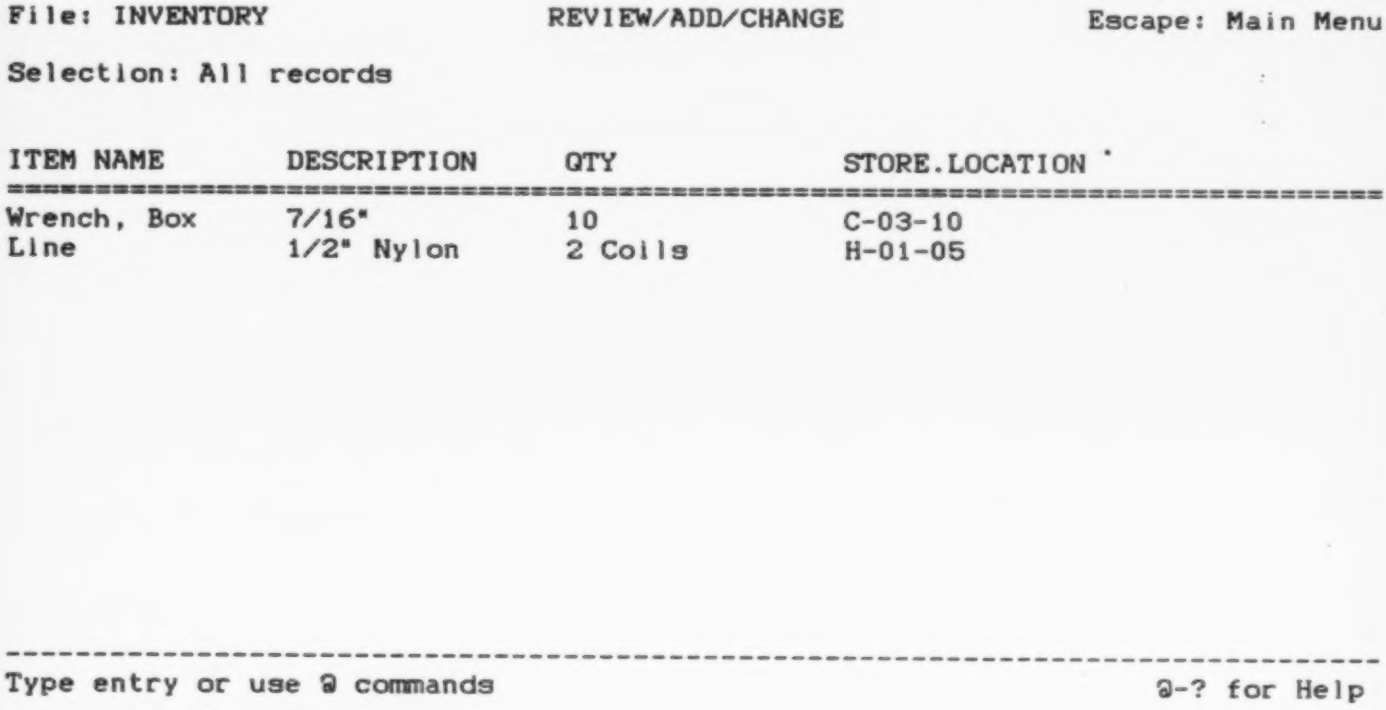
    b. Press the RETURN key once.

    c. Type information in the next category and press the RETURN key once.

    d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

    e. If the computer does not move automatically from record 1 to record 2, follow the directions provided on the monitor screen.

11. Changing Data Base File Formats. After inserting information in the first two records, press the OPEN-APPLE and the "Z" keys (zoom function) at the same time. The screen will now appear similar to the example provided in Figure 14 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).



```
File: INVENTORY                 REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

ITEM NAME         DESCRIPTION       QTY               STORE.LOCATION
================================================================================
Wrench, Box       7/16"             10                C-03-10
Line              1/2" Nylon        2 Coils           H-01-05








--------------------------------------------------------------------------------
Type entry or use @ commands                                         @-? for Help
```

Figure 14. The Computer Screen After Entering Data In The First Two Records And Switching Screen Formats.

12. Altering The File Layout.

    a. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and other adjustments to be made to the file (see Figure 15).

```
File: INVENTORY                 CHANGE RECORD LAYOUT    Escape: Review/Add/Change

==============================================================================

                   --> or <--   Move cursor
                    >  @   <    Switch category positions
                   --> @  <--   Change column width
                   @-D          Delete this category
                   @-I          Insert a previously deleted category

------------------------------------------------------------------------------

ITEM NAME       DESCRIPTION     QTY             STORE.LOCATION  M
--------------- --------------- --------------- --------------- A
Wrench, Box     7/16"           10              C-03-10         R
Line            1/2" Nylon      2 Coils         H-01-05         G
                                                                I
                                                                N
------------------------------------------------------------------------------
Use options shown above to change record layout                   12K Avail.
```

Figure 15. The Computer Screen After Selecting The Alter Layout Option.

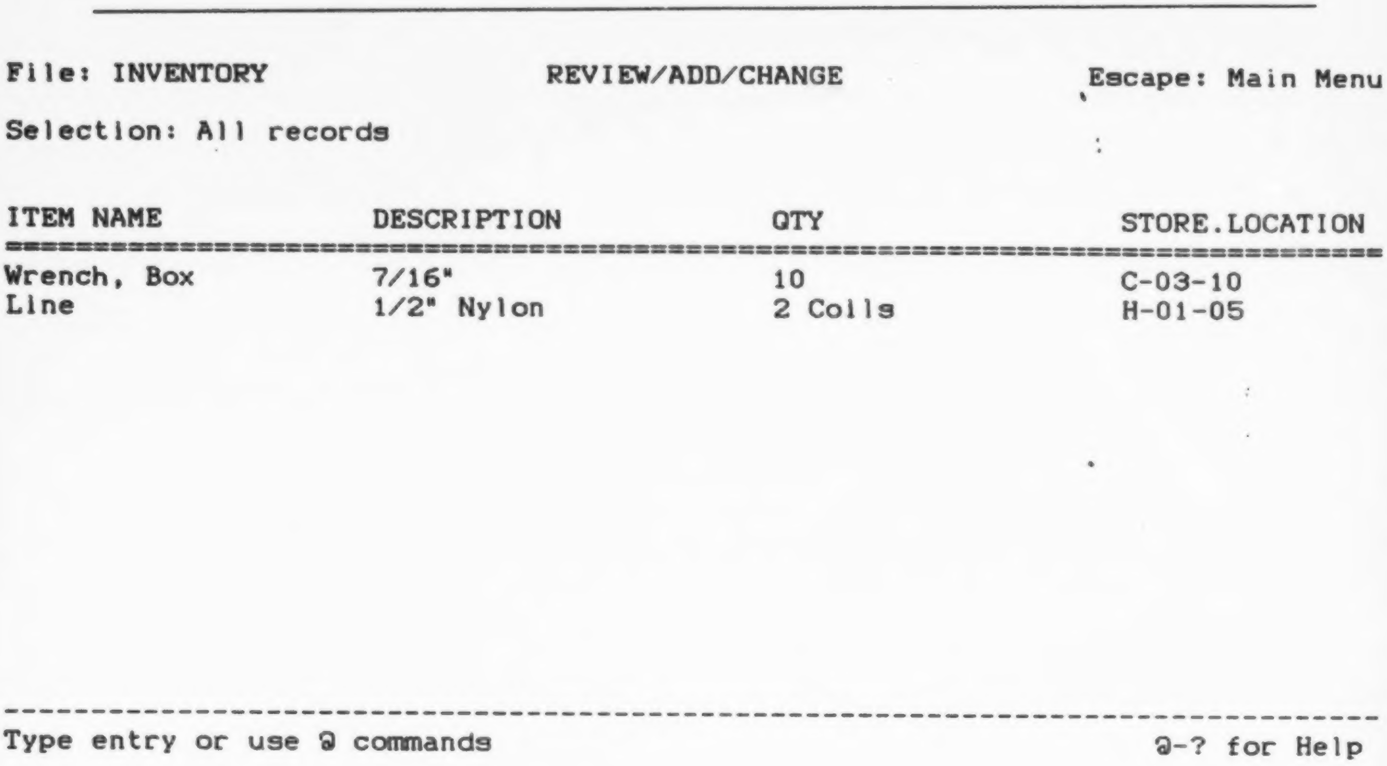
b.. Alter the file to fit your desires by following the directions provided on the screen.

c. Press the ESC key once. The screen will appear similar to the example shown in Figure 16.

```
File: INVENTORY               CHANGE RECORD LAYOUT    Escape: Review/Add/Change

================================================================================
                          What direction should the cursor
                          go when you press Return?

                               1.  Down (standard)
                               2.  Right

--------------------------------------------------------------------------------
ITEM NAME            DESCRIPTION           QTY                  STORE.LOCATION
-------------------- --------------------- -------------------- --------------
Wrench, Box          7/16"                 10                   C-03-10
Line                 1/2" Nylon            2 Coils              H-01-05

----------------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                       12K Avail.
```

Figure 16. The Computer Screen After Pressing ESC Once.

d. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 17.



```
File: INVENTORY              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

ITEM NAME             DESCRIPTION            QTY                STORE.LOCATION
==============================================================================
Wrench, Box           7/16"                  10                 C-03-10
Line                  1/2" Nylon             2 Coils            H-01-05










------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 17. The Monitor Screen Showing The Altered Data Base File.

13. <u>File Saving</u>. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in slot or drive two. Note that normally, a red light over the disk drive slot comes on. When the light is again extinguished, your file has been saved on your data disk.

USING APPLEWORKS V1.3 TO CONSTRUCT WORD PROCESSING FILES FOR THE APPLE IIe COMPUTER

SECOND EDITION

By

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INTRODUCTION

"Using AppleWorks V1.3 To Construct Word Processing Files For The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V1.3 of the AppleWorks program is used for the construction of word processing files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have.the following items available to them:

1. Apple IIe computer.
2. A Duodisk or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk.

Users must know how to turn on the computer if this document is to be as it was intended.

After using this document, Apple IIe computer operators should be able to format blank computer disks using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

S
T
E
P
S

DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over if the startup and program portions are on opposite sides of the same disk, or:

c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

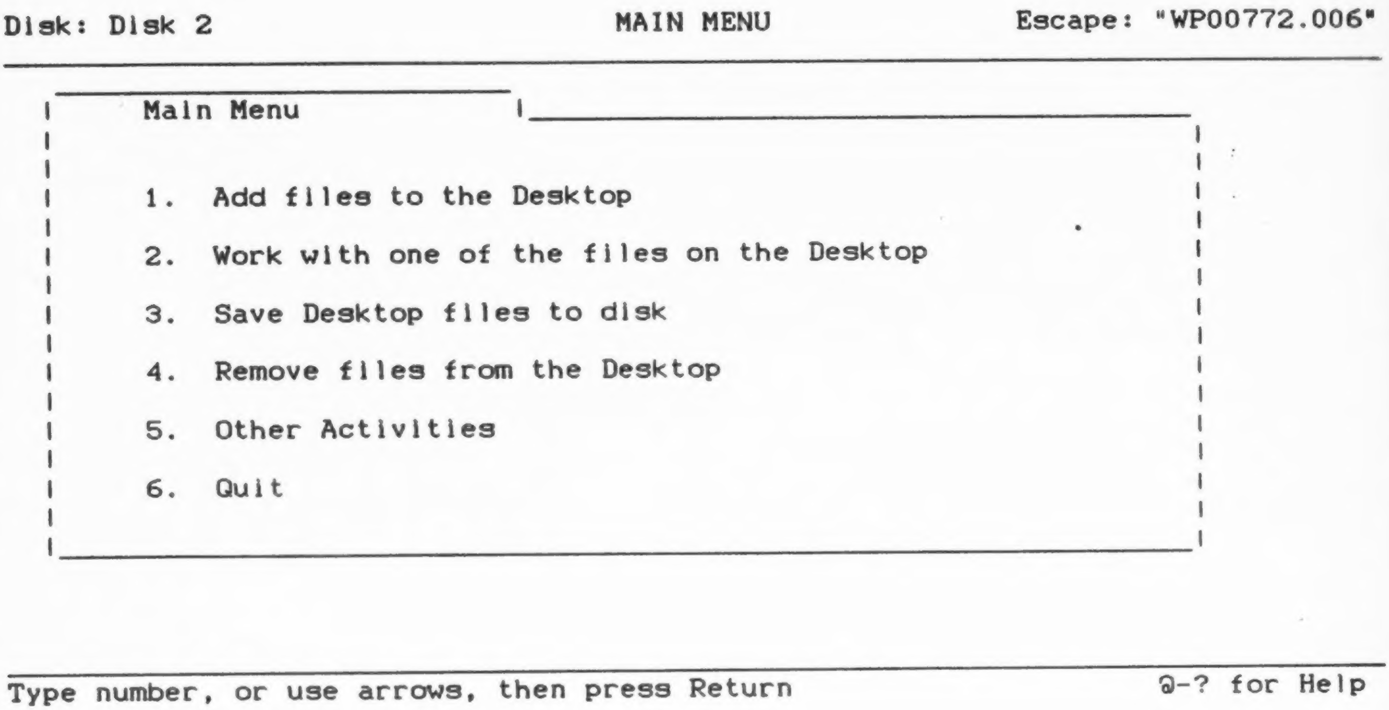
d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

   (1) In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 05, omitting steps 02 through 04, after doing the following:

      a. With the "Add Files" highlighted, press the RETURN key once. The picture on the monitor screen changes to look like that shown in Figure 5.

(2) If the numeral is "1" in the upper left hand corner, you should proceed directly to step number 02 see Figure 2).



```
Disk: Disk 2                     MAIN MENU              Escape: "WP00772.006"

     Main Menu

        1.  Add files to the Desktop

        2.  Work with one of the files on the Desktop

        3.  Save Desktop files to disk

        4.  Remove files from the Desktop

        5.  Other Activities

        6.  Quit

Type number, or use arrows, then press Return                   @-? for Help
```

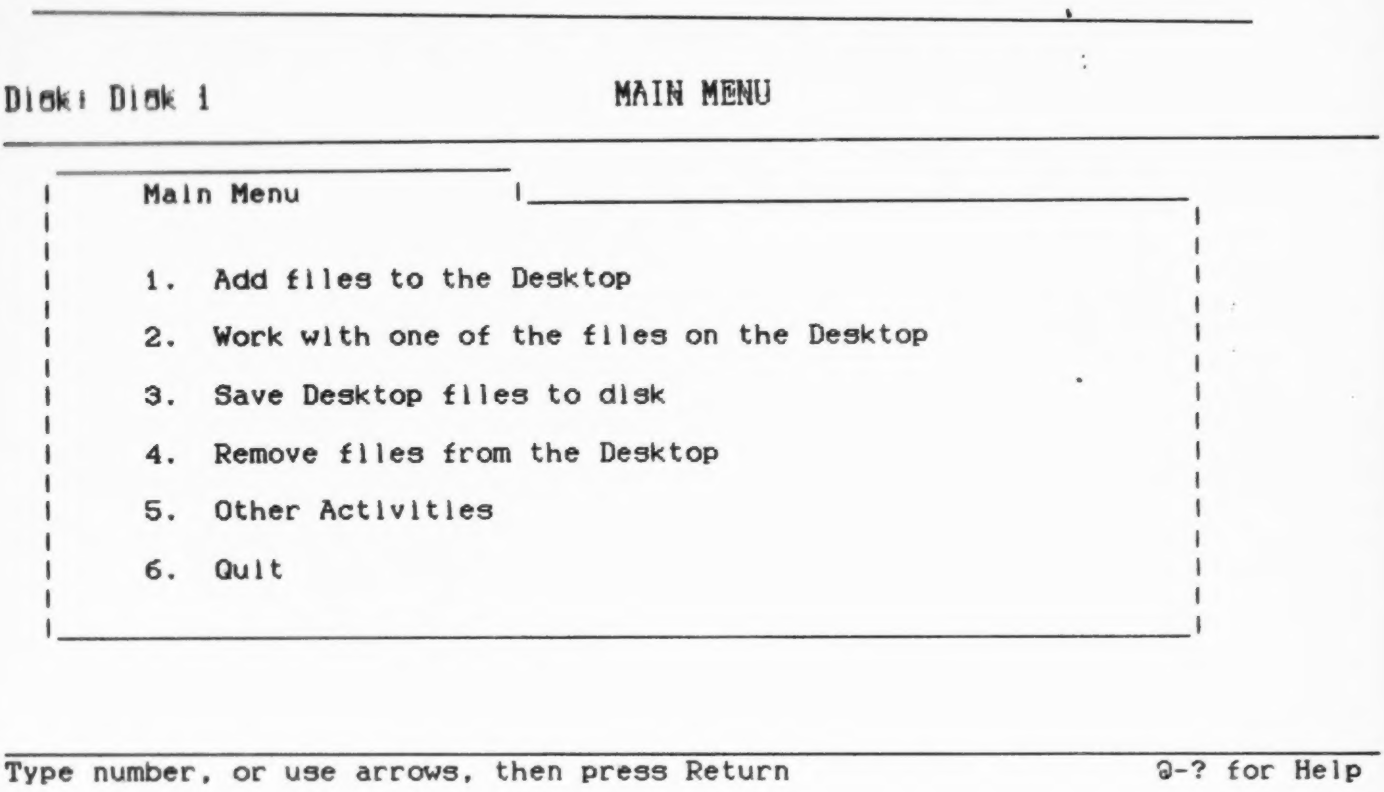
Figure 1. The Computer Screen With Disk Drive Two Selected.

02. <u>Disk #1 Selected</u>. If the screen looks like the picture shown in Figure 2 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

03. <u>Selecting A Different Disk</u>. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.



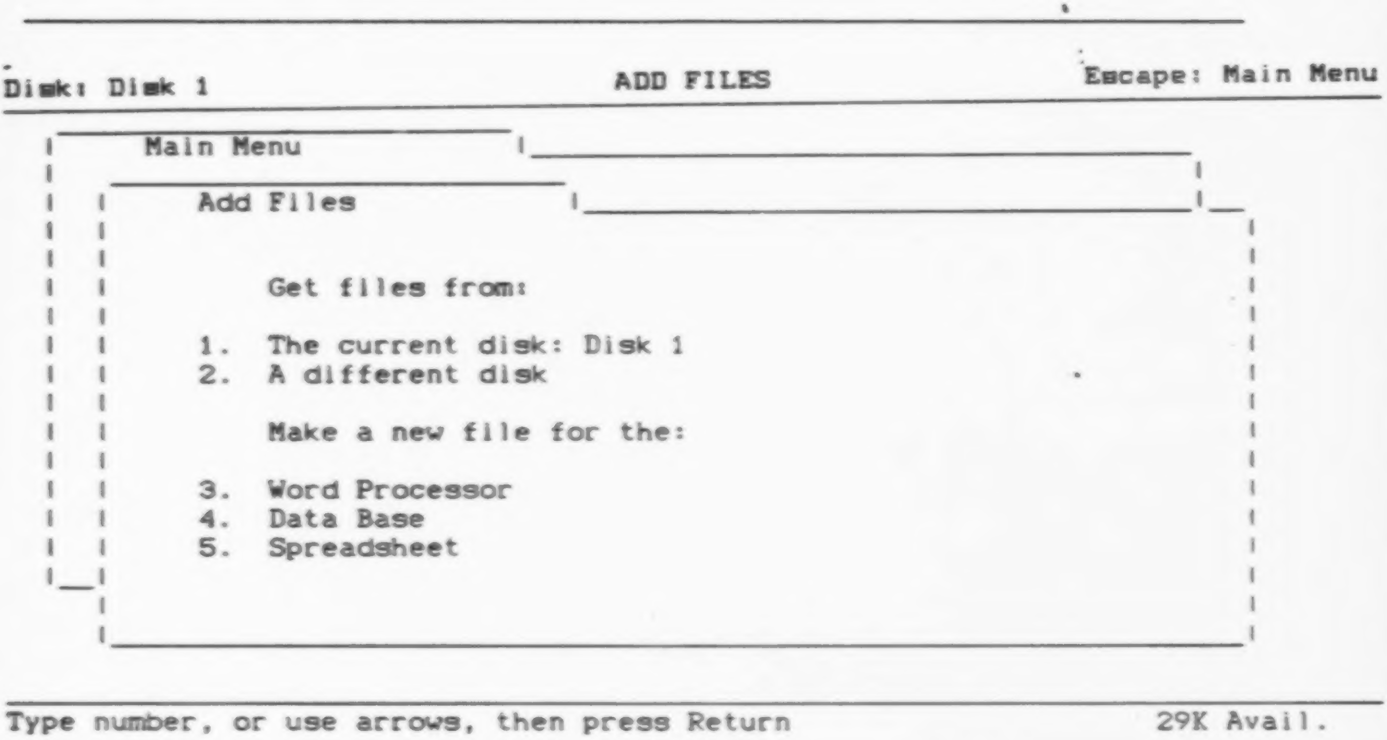
Disk: Disk 1 MAIN MENU

Main Menu

1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit

Type number, or use arrows, then press Return @-? for Help

Figure 2. Computer Screen With "Disk: Disk 1" Selected.



```
Disk: Disk 1                    ADD FILES                  Escape: Main Menu

     Main Menu
         Add Files

                  Get files from:

              1.  The current disk: Disk 1
              2.  A different disk

                  Make a new file for the:

              3.  Word Processor
              4.  Data Base
              5.  Spreadsheet

Type number, or use arrows, then press Return                  29K Avail.
```

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

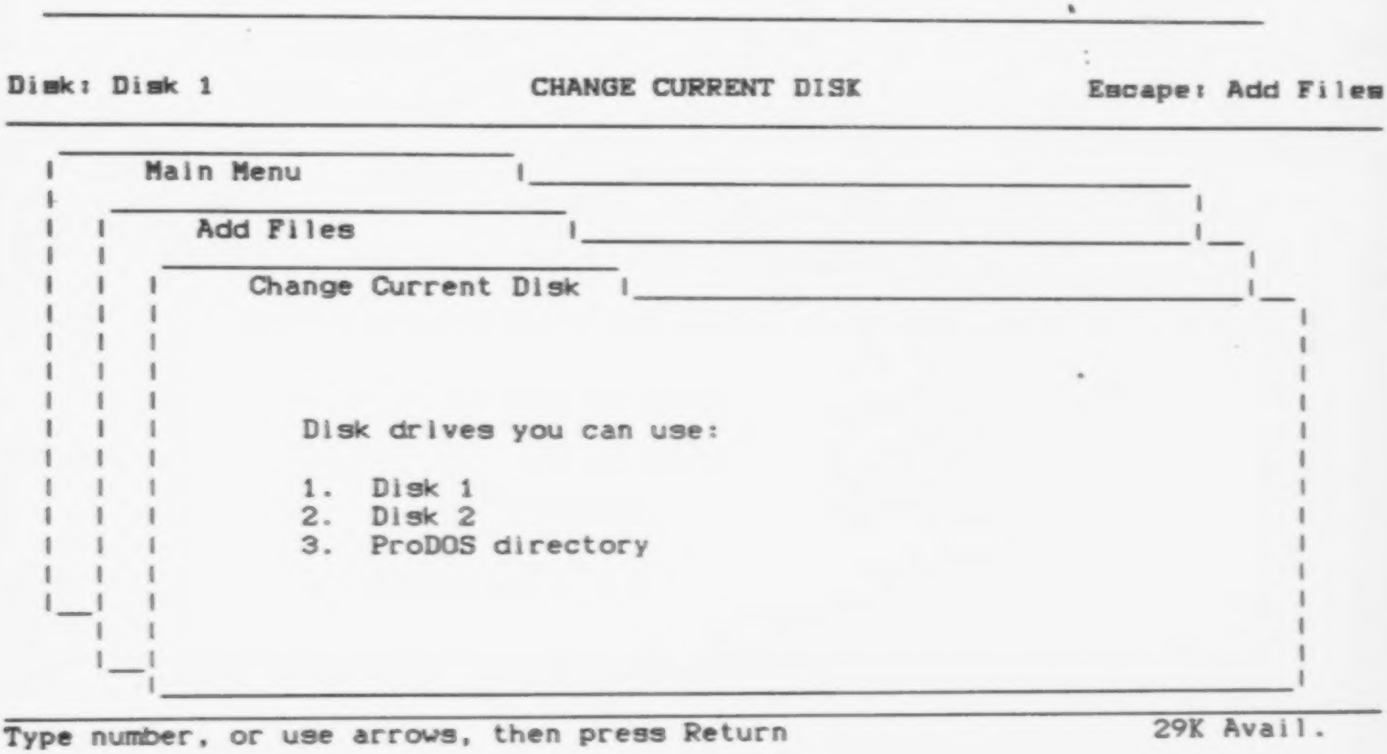
b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

04. <u>Selecting Disk 2</u>. Select option 2, "Disk 2" as follows:

a. Press the DOWN-ARROW key once.

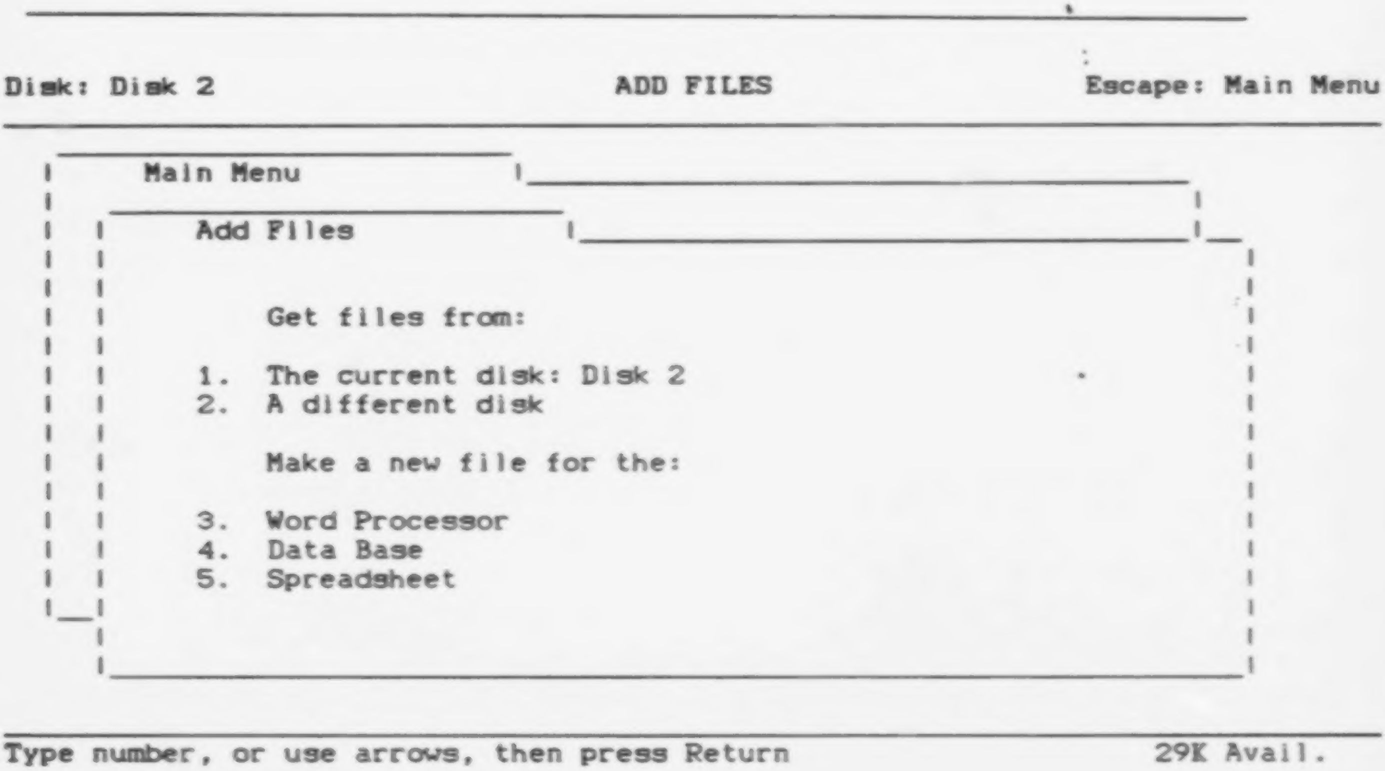
b. Press the RETURN key once. The screen should have changed following this action so that it appears like the example shown in Figure 5, with the "Add Files" menu on the monitor screen . Note that the numeral "1" in the upper left corner of the screen has changed to "2."

c. We are now ready to move into word processing.



```
Disk: Disk 1                CHANGE CURRENT DISK           Escape: Add Files
_______________________________________________________________________________
 |     Main Menu           |___________________________________
 |                                                             |
 |  |     Add Files           |________________________________|__
 |  |                                                             |
 |  |  |     Change Current Disk  |_______________________________|__
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |                                                             |
 |  |  |        Disk drives you can use:                             |
 |  |  |                                                             |
 |  |  |        1.  Disk 1                                           |
 |  |  |        2.  Disk 2                                           |
 |  |  |        3.  ProDOS directory                                 |
 |  |  |                                                             |
 |__|  |                                                             |
    |  |                                                             |
    |__|                                                             |
       |_____________________________________________________________|
_______________________________________________________________________________
Type number, or use arrows, then press Return                   29K Avail.
```

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.



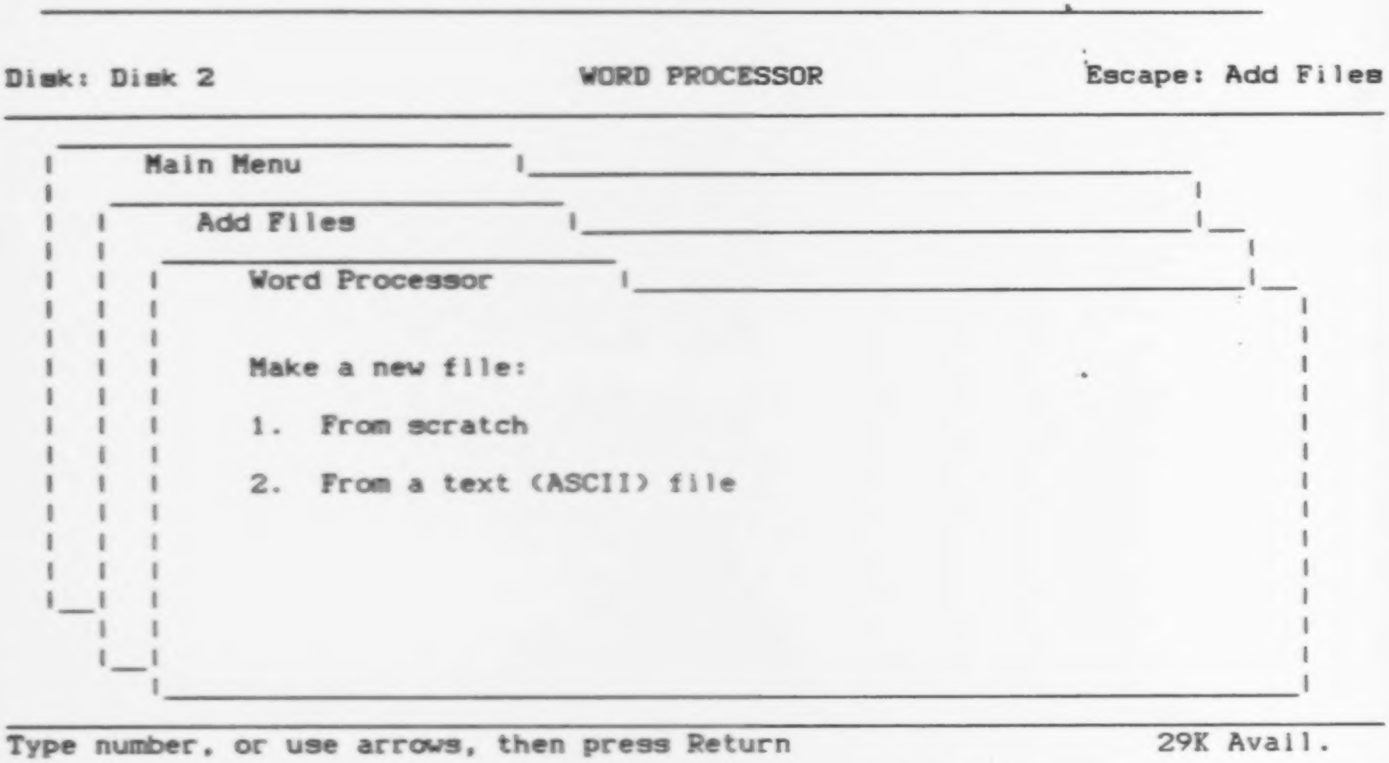
```
Disk: Disk 2                     ADD FILES                 Escape: Main Menu
________________________________________________________________________________
  _______________________________
 |     Main Menu                 |_______________________________________
 |    _____________________________                                      |
 |   |     Add Files               |_____________________________________|__
 |   |                                                                      |
 |   |                                                                      |
 |   |         Get files from:                                              |
 |   |                                                                      |
 |   |     1.  The current disk: Disk 2                                     |
 |   |     2.  A different disk                                             |
 |   |                                                                      |
 |   |         Make a new file for the:                                     |
 |   |                                                                      |
 |   |     3.  Word Processor                                               |
 |   |     4.  Data Base                                                    |
 |   |     5.  Spreadsheet                                                  |
 |___|                                                                      |
     |                                                                      |
     |______________________________________________________________________|
________________________________________________________________________________
Type number, or use arrows, then press Return                      29K Avail.
```

Figure 5. The Monitor Screen Showing The Add Files Menu After Selecting Disk #2.

05. Selecting the Word Processor Option.

a. Press the numeral "3" key once.

b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Word Processor" menu and the screen will appear as does the picture in Figure 6.

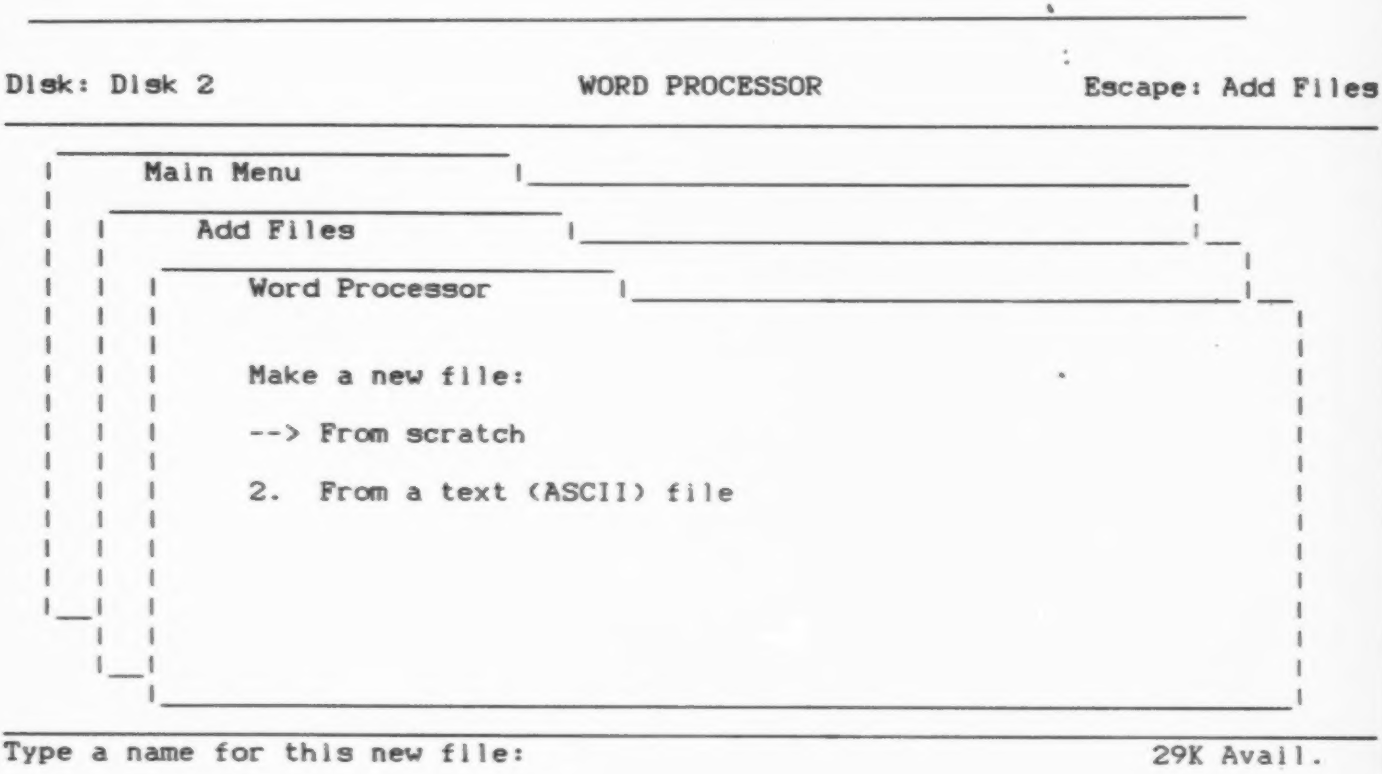


```
Disk: Disk 2                 WORD PROCESSOR            Escape: Add Files

     Main Menu
         Add Files
             Word Processor

             Make a new file:

             1.  From scratch

             2.  From a text (ASCII) file

Type number, or use arrows, then press Return                 29K Avail.
```

Figure 6. The "Word Processor" Menu.

06. <u>Naming The File</u>.

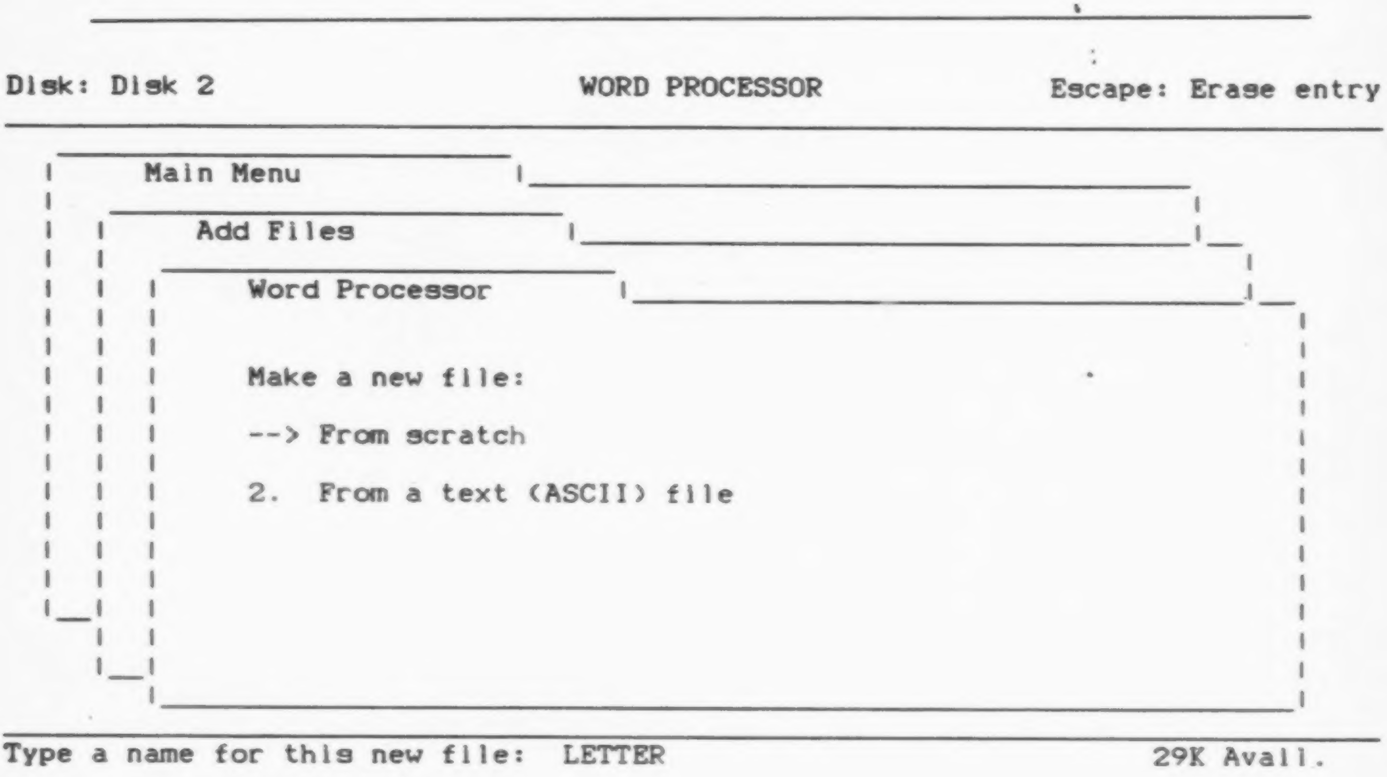
   a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 7.



```
Disk: Disk 2                    WORD PROCESSOR                  Escape: Add Files

 Main Menu
   Add Files
     Word Processor

       Make a new file:

       --> From scratch

       2.  From a text (ASCII) file

Type a name for this new file:                                        29K Avail.
```

Figure 7. The Screen Showing The "From Scratch" Option Of The "Word Processor" Menu Selected.

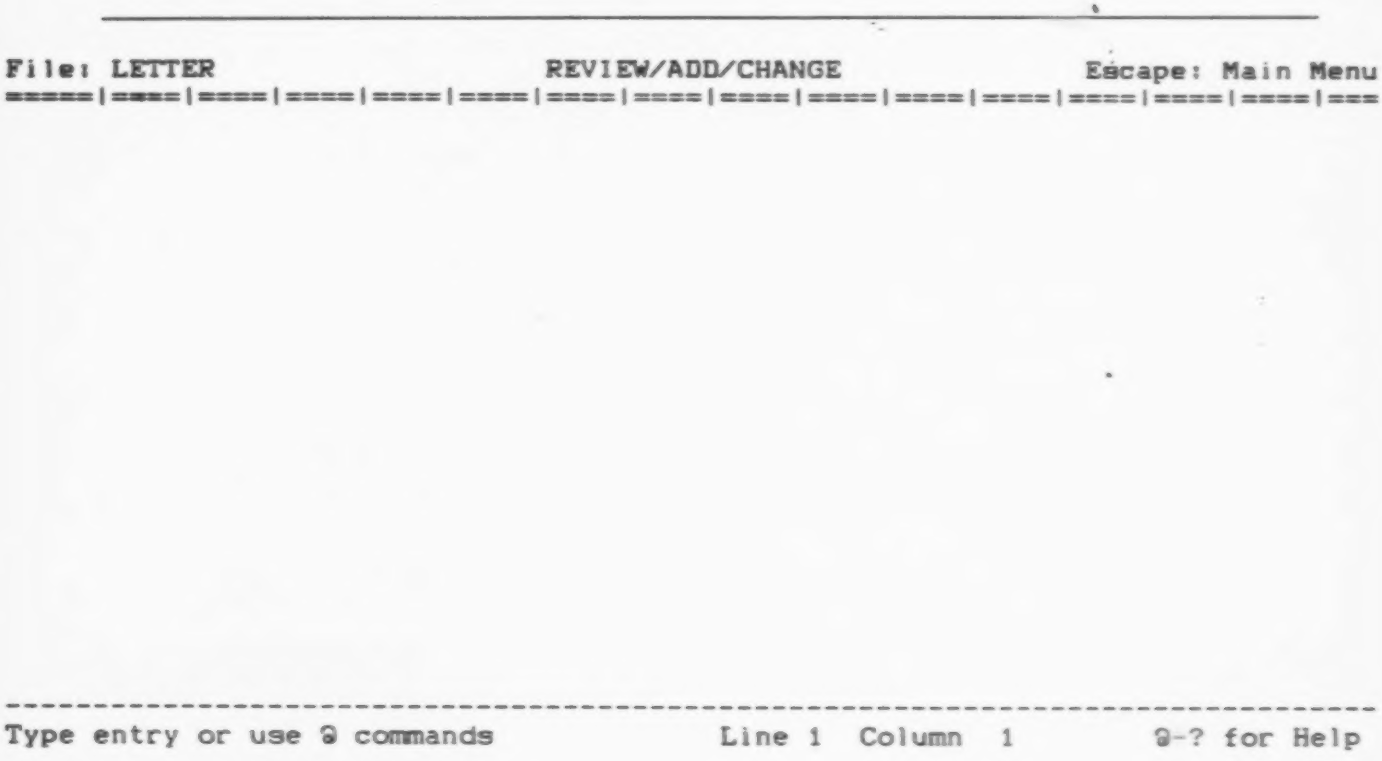
b. Directions at the bottom of the screen tell you to name the the new file so type the word "LETTER." The screen now is identical to the picture of the screen shown in Figure 8.



```
Disk: Disk 2                    WORD PROCESSOR              Escape: Erase entry

Main Menu
Add Files
Word Processor

Make a new file:

--> From scratch

2.  From a text (ASCII) file

Type a name for this new file:  LETTER                                29K Avail.
```

Figure 8. Blank Word Processor File Titled "LETTER."

c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 9.

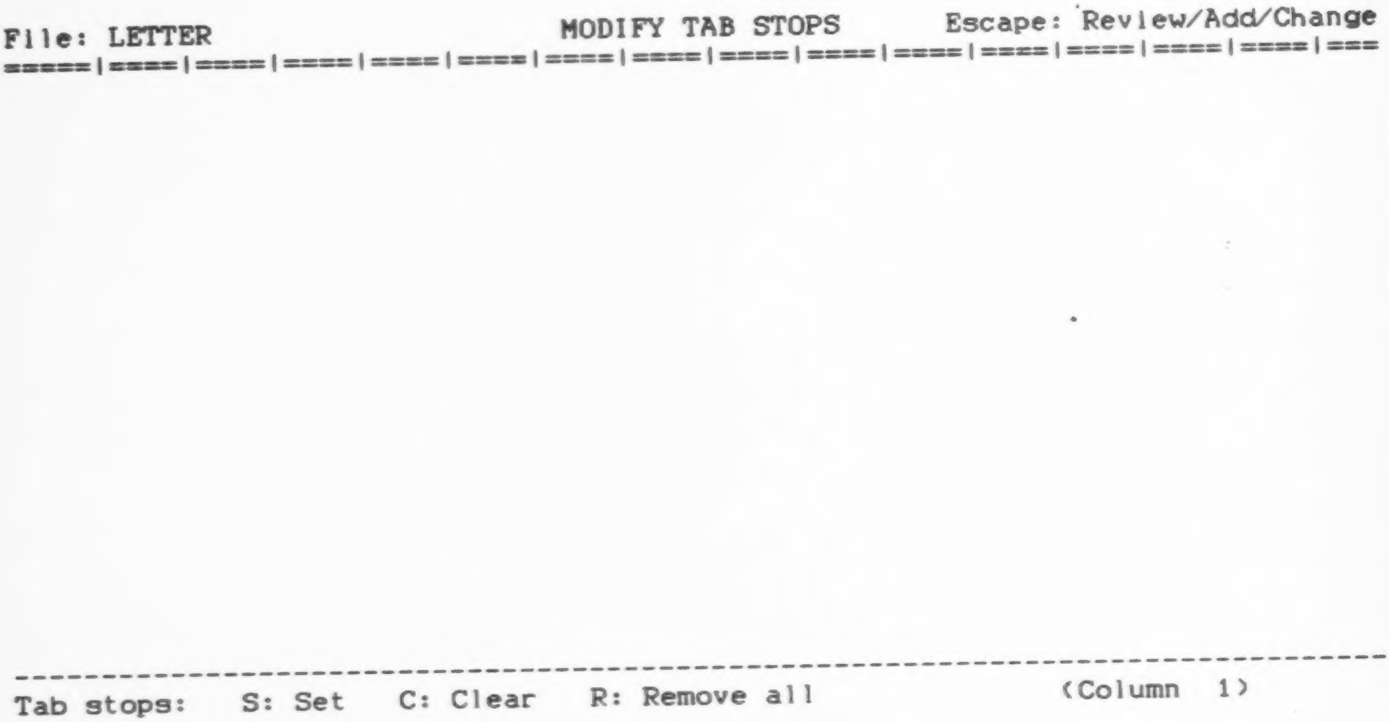


```
File: LETTER                         REVIEW/ADD/CHANGE            Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===




--------------------------------------------------------------------------------
Type entry or use @ commands                 Line 1  Column  1          @-? for Help
```

Figure 9. The Computer Screen Showing The Showing The Word Processor File After Entering The Title, "LETTER."

07. Setting Tabs.

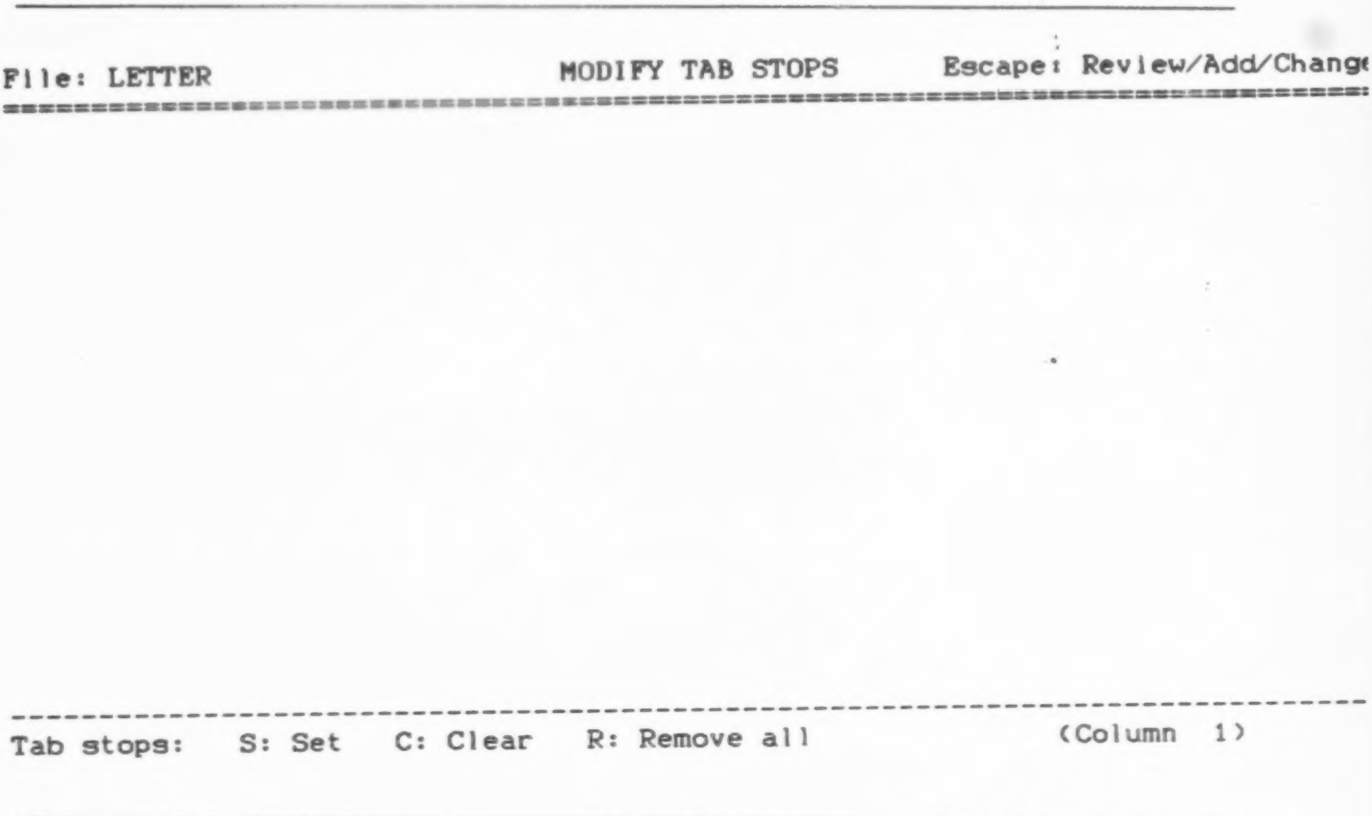
a. Press the OPEN-APPLE and the "T" (tab) keys at the same time to enter the tab setting and removing function. The computer monitor screen will be identical to the example shown in Figure 10.



```
File: LETTER                    MODIFY TAB STOPS      Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===









--------------------------------------------------------------------------------
Tab stops:   S: Set   C: Clear   R: Remove all                    (Column   1)
```

Figure 10. The Computer Screen After Entering The Tab Insert And Delete Function.

b. Press the "R" key once. Note that all of the tab set lines (vertical lines at the top of the screen) disappeared (see Figure 11).

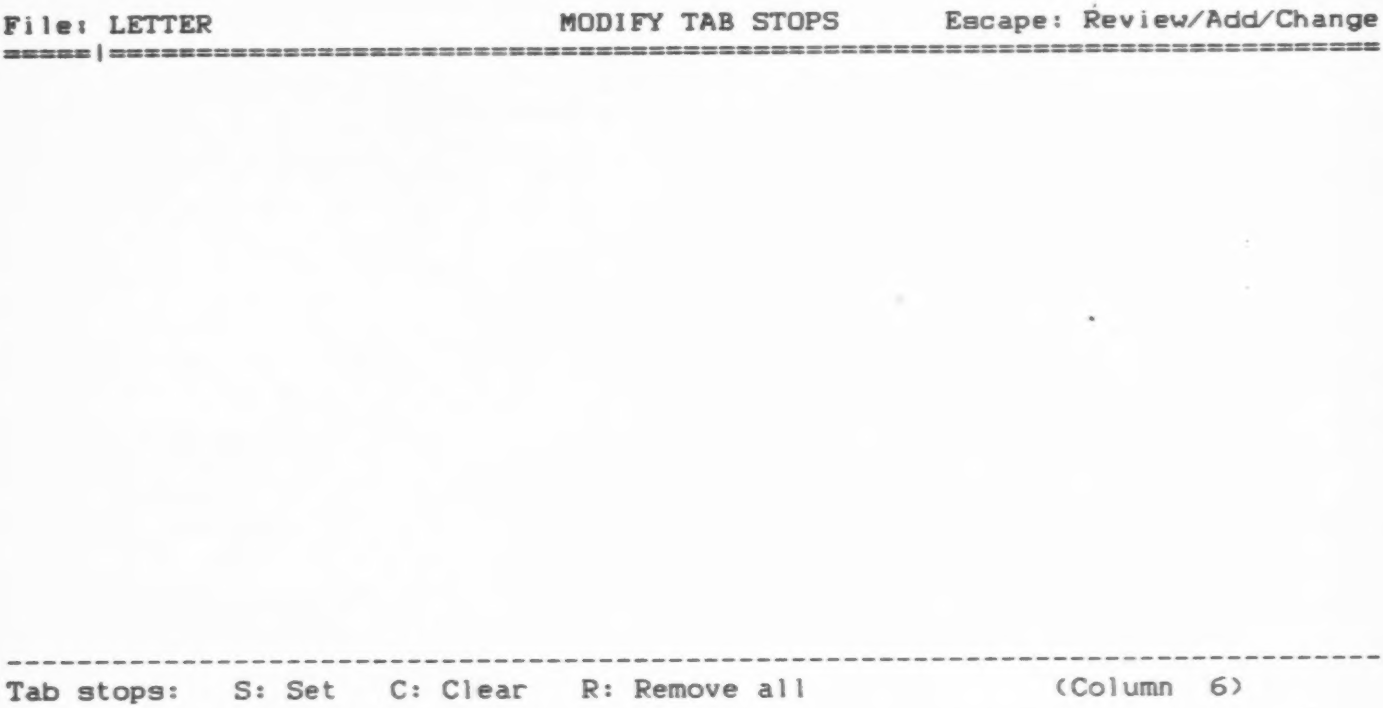


```
File: LETTER                    MODIFY TAB STOPS      Escape: Review/Add/Change
================================================================================








--------------------------------------------------------------------------------
Tab stops:    S: Set    C: Clear    R: Remove all                 (Column  1)
```

Figure 11. The Computer Screen After Removing All Tab Set Stops.

c. Press the RIGHT-ARROW key several times to move the cursor to column #6. You can watch the bottom right corner of the screen to determine exactly when the cursor is in column #6.

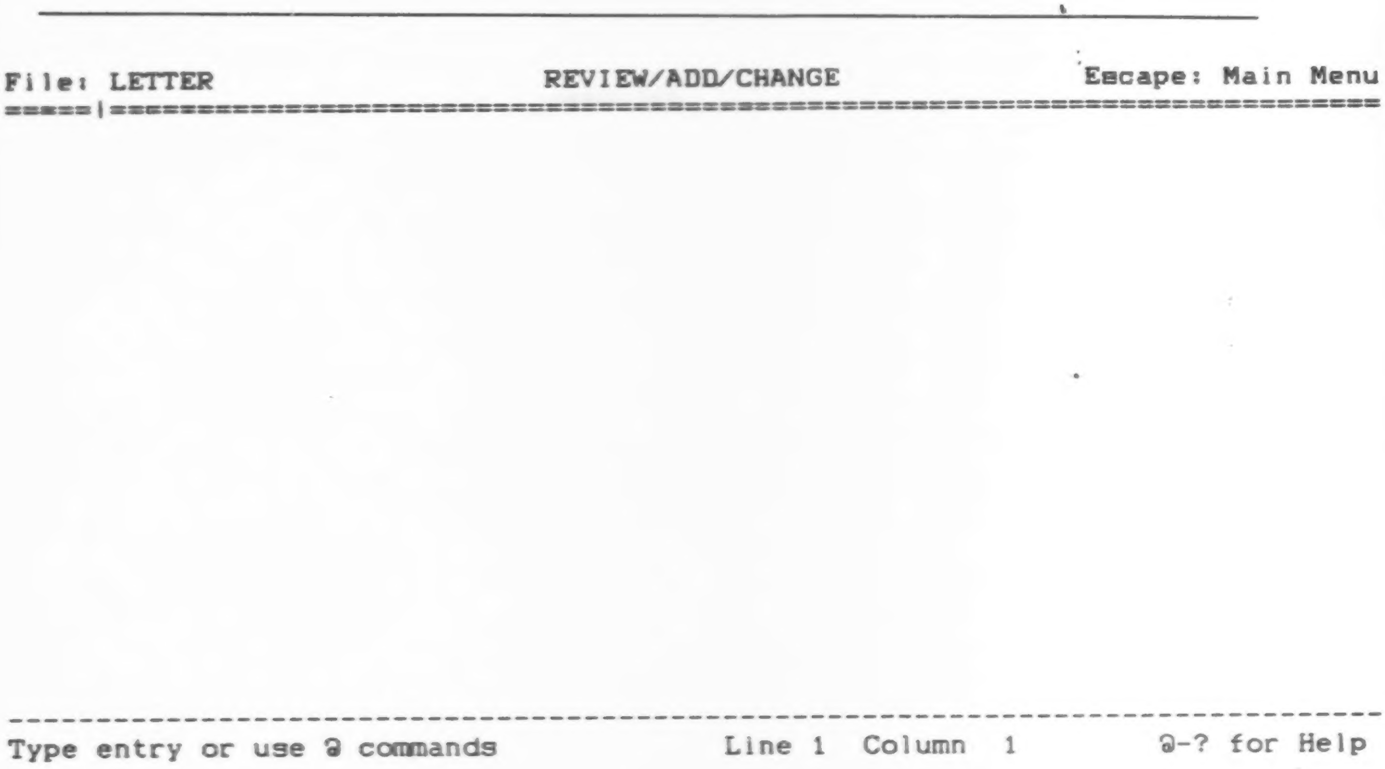
d. Press the "S" key and then compare Figure 12 with the picture you see on the screen.



```
File: LETTER                    MODIFY TAB STOPS      Escape: Review/Add/Change
=====|=========================================================================










-------------------------------------------------------------------------------
Tab stops:   S: Set   C: Clear   R: Remove all                    (Column  6)
```

Figure 12. Tab Stop Set In Column 6.

d. Press the ESC (escape) key once. The screen will change so that it appears like the example shown in Figure 13.



```
File: LETTER                    REVIEW/ADD/CHANGE                Escape: Main Menu
=====|==========================================================================











--------------------------------------------------------------------------------
Type entry or use @ commands               Line 1  Column  1          @-? for Help
```

Figure 13. The Computer Screen Showing A Blank File With Tab Stop Set In Column 6.

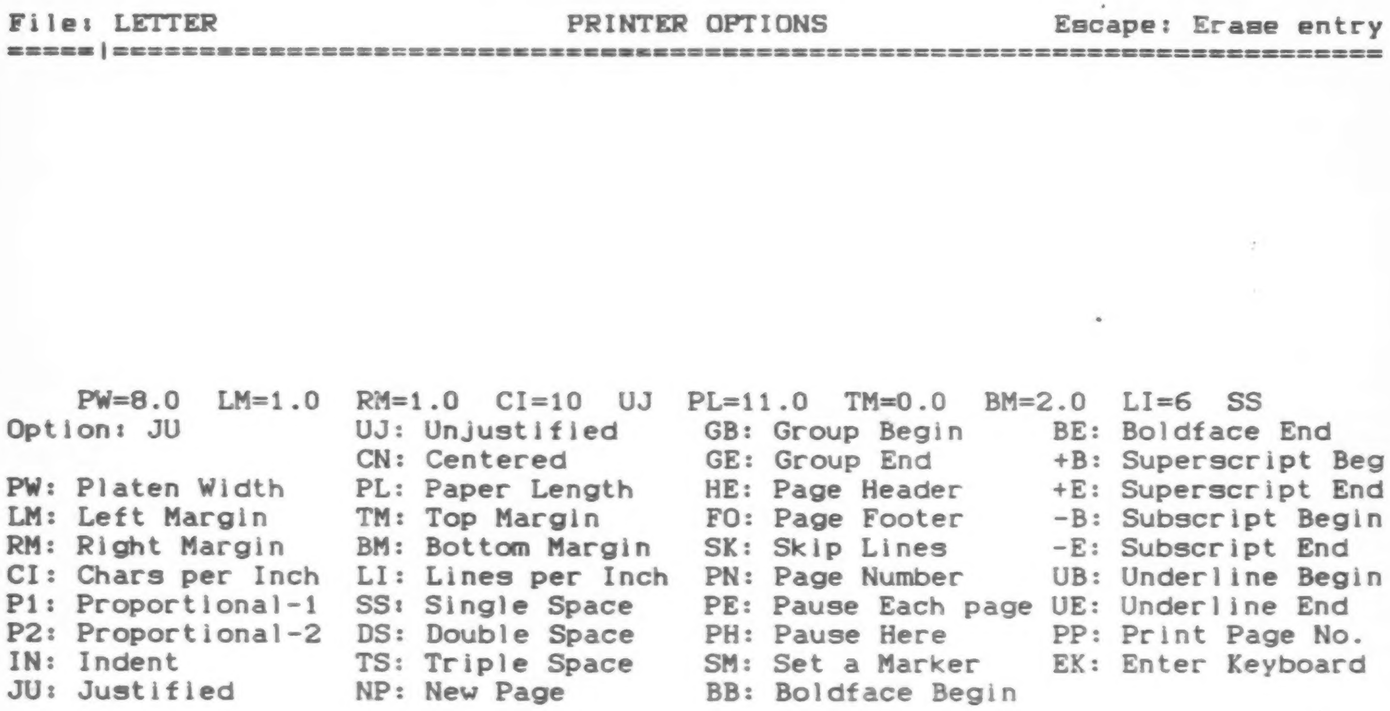
08. Selecting Print Options.

  a. Press the OPEN-APPLE and the "O" keys at the same time to enter the "Printer Option" function. This option allows you to set up many print functions prior to beginning work. Your monitor screen should look like Figure 14.

```
File: LETTER                     PRINTER OPTIONS       Escape: Review/Add/Change
=====|==========================================================================







   PW=8.0  LM=1.0  RM=1.0  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:            UJ: Unjustified     GB: Group Begin      BE: Boldface End
                   CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width   PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin    TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin   BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1 SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2 DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent         TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified      NP: New Page        BB: Boldface Begin
```

Figure 14. The Computer Screen After Entering Printer Option Functions.

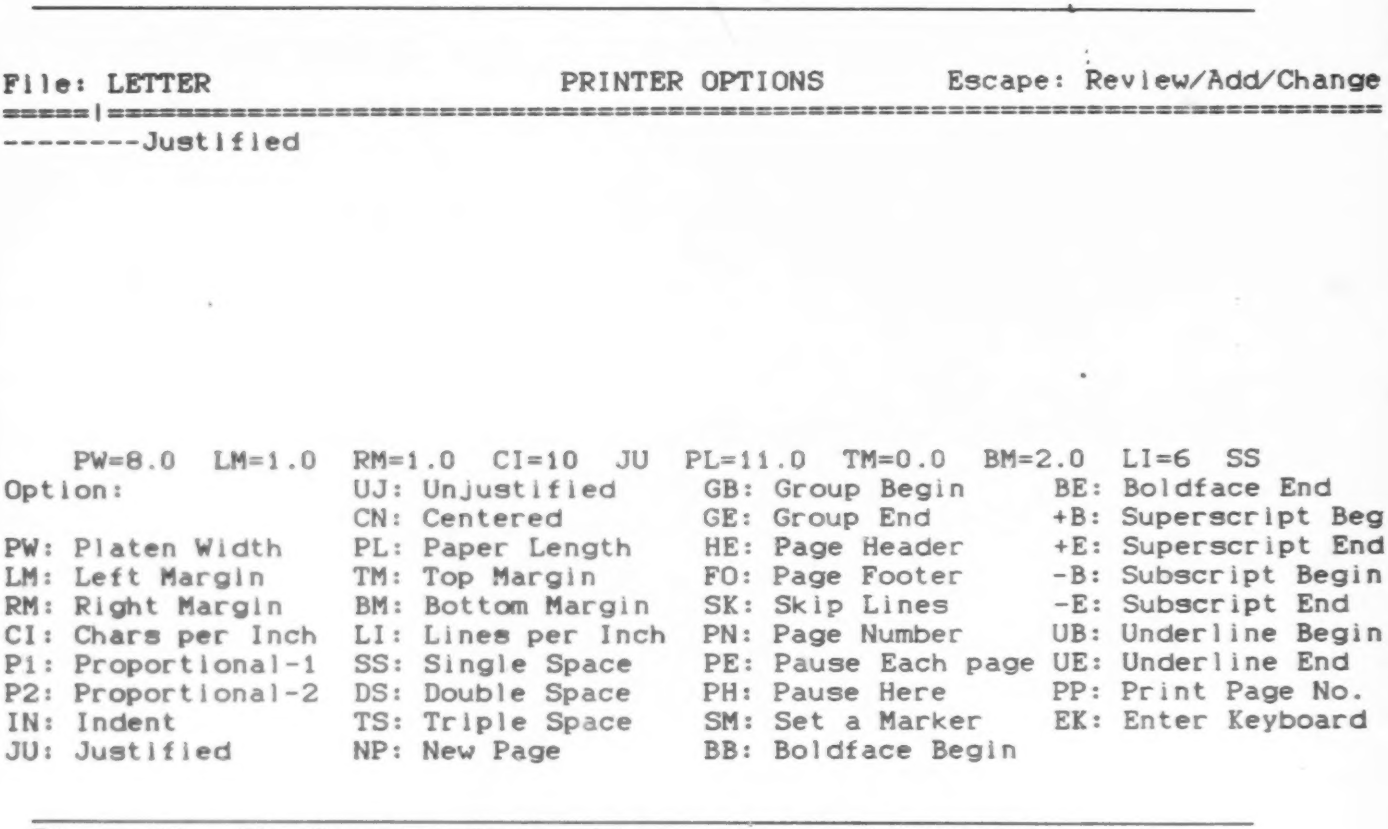
b. Press the "J" key and then the "U" (justified) key. See Figure 15.



```
File: LETTER                    PRINTER OPTIONS              Escape: Erase entry
=====|==========================================================================










    PW=8.0  LM=1.0  RM=1.0  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option: JU              UJ: Unjustified       GB: Group Begin        BE: Boldface End
                        CN: Centered          GE: Group End          +B: Superscript Beg
PW: Platen Width        PL: Paper Length      HE: Page Header        +E: Superscript End
LM: Left Margin         TM: Top Margin        FO: Page Footer        -B: Subscript Begin
RM: Right Margin        BM: Bottom Margin     SK: Skip Lines         -E: Subscript End
CI: Chars per Inch      LI: Lines per Inch    PN: Page Number        UB: Underline Begin
P1: Proportional-1      SS: Single Space      PE: Pause Each page    UE: Underline End
P2: Proportional-2      DS: Double Space      PH: Pause Here         PP: Print Page No.
IN: Indent              TS: Triple Space      SM: Set a Marker       EK: Enter Keyboard
JU: Justified           NP: New Page          BB: Boldface Begin
```

Figure 15. The Computer Screen After Typing JU.

c. Press the RETURN key once and examine Figure 16. This is the way the screen should now appear. The computer will justify (make even) the right margin when it prints your file.



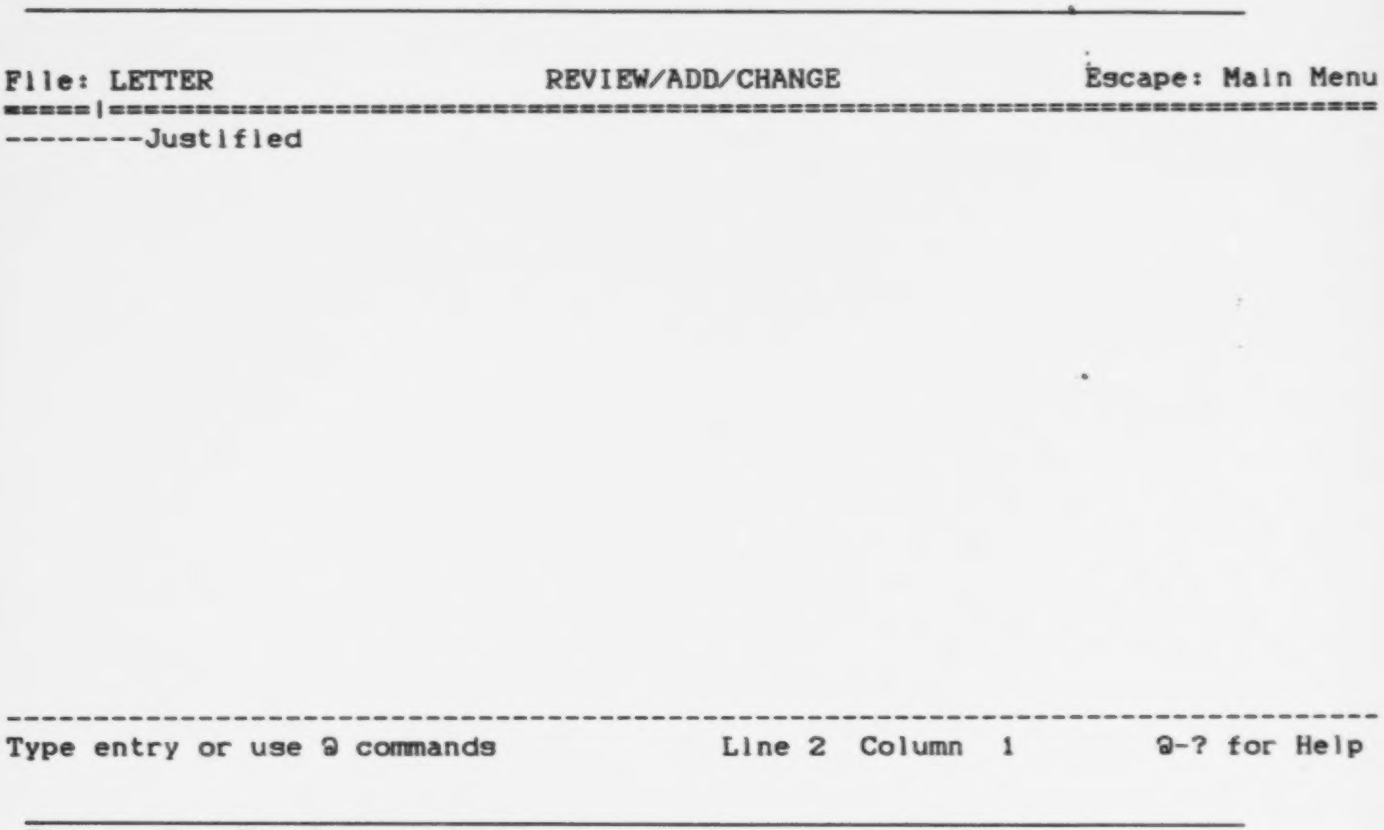
```
File: LETTER                    PRINTER OPTIONS      Escape: Review/Add/Change
=====|==========================================================================
--------Justified









   PW=8.0  LM=1.0  RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:            UJ: Unjustified    GB: Group Begin      BE: Boldface End
                   CN: Centered       GE: Group End        +B: Superscript Beg
PW: Platen Width   PL: Paper Length   HE: Page Header      +E: Superscript End
LM: Left Margin    TM: Top Margin     FO: Page Footer      -B: Subscript Begin
RM: Right Margin   BM: Bottom Margin  SK: Skip Lines       -E: Subscript End
CI: Chars per Inch LI: Lines per Inch PN: Page Number      UB: Underline Begin
P1: Proportional-1 SS: Single Space   PE: Pause Each page UE: Underline End
P2: Proportional-2 DS: Double Space   PH: Pause Here       PP: Print Page No.
IN: Indent         TS: Triple Space   SM: Set a Marker     EK: Enter Keyboard
JU: Justified      NP: New Page       BB: Boldface Begin
```

Figure 16. The Computer Screen After Entering The JU Option.

d. Press the ESC key once to exit the print options function. This action returns you to your word processing file.

09. <u>Screen Cues</u>.

a. Press the OPEN-APPLE and the "Z" keys at the same time. The monitor screen will appear like the example provided in Figure 17. This is a handy option because it allows you to look at the screen cues at any time, sometimes helping you to rapidly identify minor problems.



```
File: LETTER                 REVIEW/ADD/CHANGE             Escape: Main Menu
=====|==========================================================================
--------Justified




--------------------------------------------------------------------------------
Type entry or use @ commands            Line 2  Column  1          @-? for Help
```

Figure 17. The Monitor Screen Showing The Justified Option.

b. Press the OPEN-APPLE and the "Z" keys at the same time to remove the word, "Justified" at the top of the screen. The file is ready to be used.

10. File Saving. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in disk drive two or Duodisk drive slot two. Note that when you do this, the red light on the front and over drive or slot #2 comes on. When the light goes out, the file has been saved on the disk.

USING APPLEWORKS V1.3 TO FORMAT DATA DISKS FOR USE WITH THE APPLE IIe COMPUTER

SECOND EDITION

By

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INTRODUCTION

"Formatting Data Disks For Use With The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIe computers which have a Duodisk or two disk drives. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V1.3 of the AppleWorks program is used for the formatting process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIe computer.
2. A Duodisk or two disk drives.
3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.
4. One data disk.

Users must know how to turn on the computer if this document is to be as it was intended.

After using this document, Apple IIe computer operators should be able to format blank computer disks using V1.3 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

S
T
E
P
S

DIRECTIONS

01. Program Loading.

a. Place the AppleWorks program (Version 1.3), startup disk in slot #1 of the Duodisk drive or drive #1 if two separate drives are used. If you are not sure which disk drive has been connected as drive #1, place the program in one of the two drives. The computer will normally search both drives for the program disk.

b. Turn on the computer and load the program into the computer. This step may require using two disks, one the startup disk and one the program disk or turning the startup disk over if the startup and program portions are on opposite sides of the same disk, or:

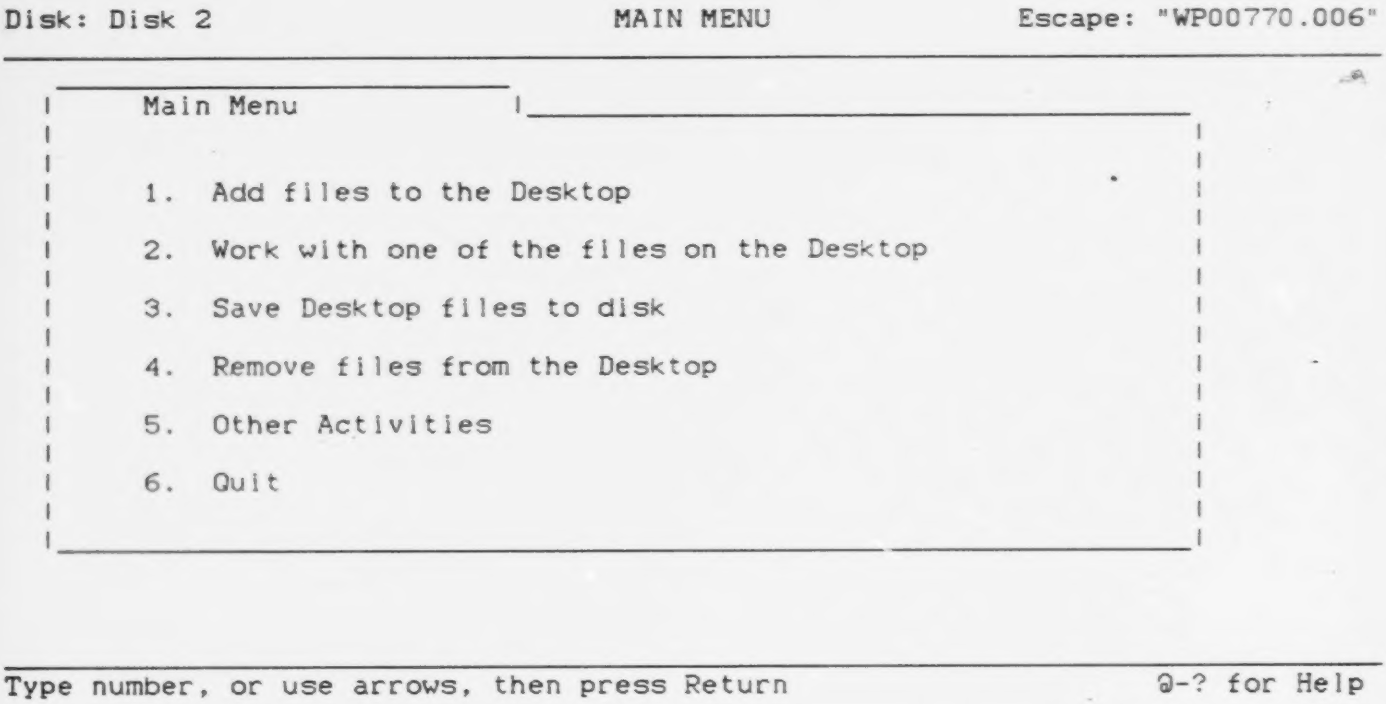
c. If the machine is already energized, insert the disk and press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down:

d. Press and release the RESET key and then release the OPEN-APPLE and the CONTROL keys (remember, you still may need to insert the second disk or turn the disk over).

e. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen).

(1) In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 06, omitting steps 02 through 05.

(2) If the numeral is "1" in the upper left hand corner, you should proceed directly to step number 02.



```
Disk: Disk 2                        MAIN MENU                Escape: "WP00770.006"
__________________________________________________________________________________
 ____________________________
|     Main Menu              |_________________________________
|                                                              |
|                                                              |
|     1.  Add files to the Desktop                             |
|                                                              |
|     2.  Work with one of the files on the Desktop            |
|                                                              |
|     3.  Save Desktop files to disk                           |
|                                                              |
|     4.  Remove files from the Desktop                        |
|                                                              |
|     5.  Other Activities                                     |
|                                                              |
|     6.  Quit                                                 |
|                                                              |
|______________________________________________________________|

__________________________________________________________________________________
Type number, or use arrows, then press Return                          @-? for Help
```

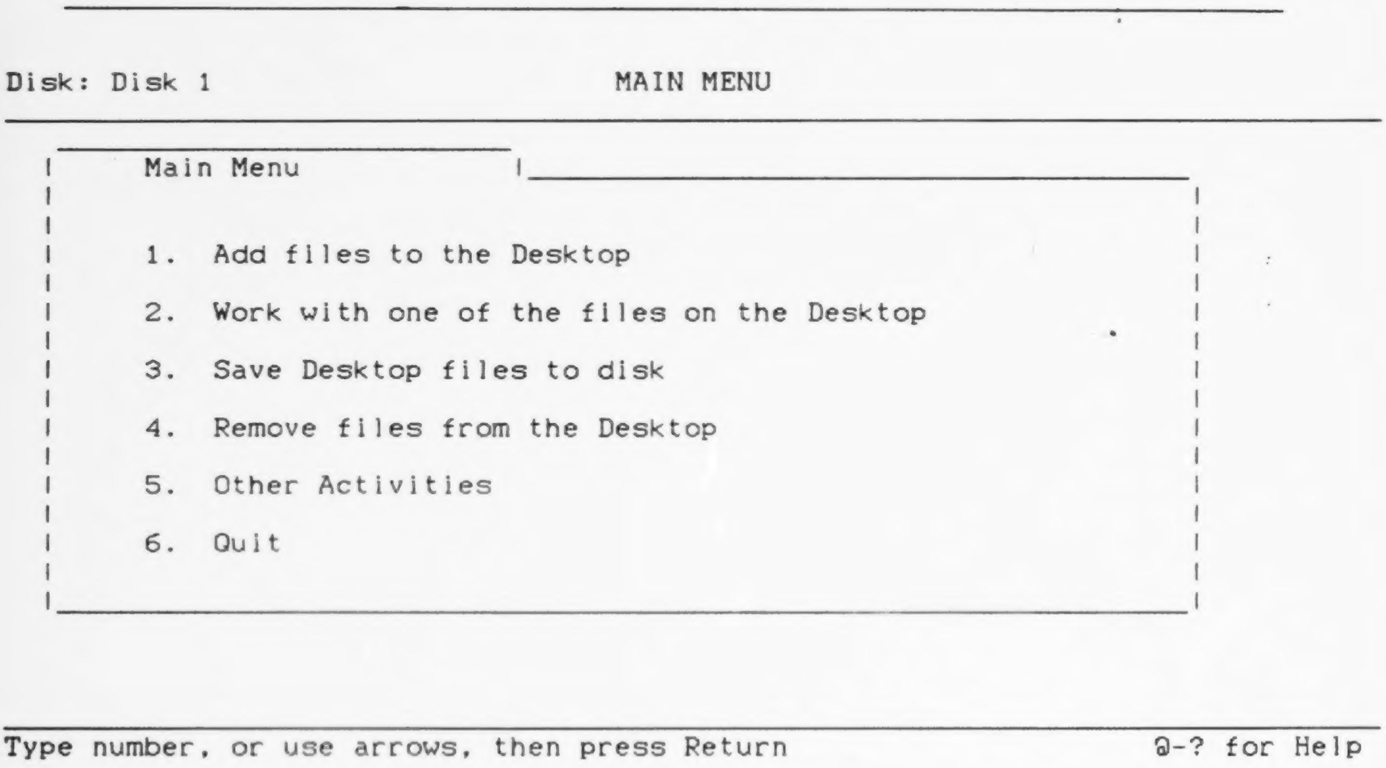
Figure 1. The Computer Screen With Disk Drive Two Selected.

02. <u>Disk #1 Selected</u>. If the screen looks like the picture shown in Figure 2 (note the #1 in the upper left corner of the Figure), select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

    a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

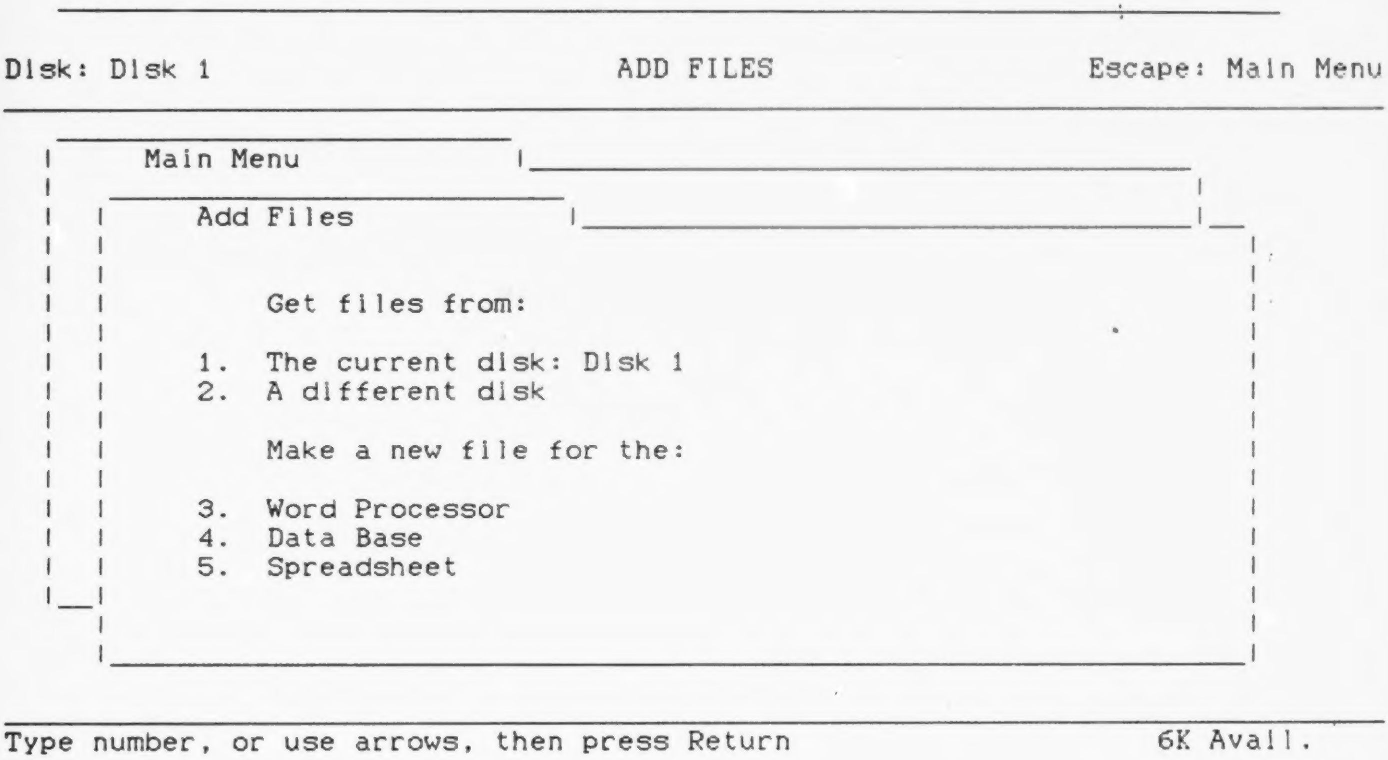
03. <u>Selecting A Different Disk</u>. Select option #2, "A different disk" from the "Add Files" menu as follows:

    a. Press the DOWN-ARROW key once.



```
Disk: Disk 1                                    MAIN MENU

   Main Menu

      1.  Add files to the Desktop

      2.  Work with one of the files on the Desktop

      3.  Save Desktop files to disk

      4.  Remove files from the Desktop

      5.  Other Activities

      6.  Quit

Type number, or use arrows, then press Return              @-? for Help
```

Figure 2. Computer Screen With "Disk: Disk 1" Selected.



```
Disk: Disk 1                    ADD FILES                 Escape: Main Menu
______________________________________________________________________________
  ________________________
 |    Main Menu           |______________________________________
 |    _________________________                                  |
 |  |    Add Files         |__________________________________|__
 |  |                                                             |
 |  |                                                             |
 |  |        Get files from:                                      |
 |  |                                                             |
 |  |    1.  The current disk: Disk 1                             |
 |  |    2.  A different disk                                     |
 |  |                                                             |
 |  |        Make a new file for the:                             |
 |  |                                                             |
 |  |    3.  Word Processor                                       |
 |  |    4.  Data Base                                            |
 |  |    5.  Spreadsheet                                          |
 |__|                                                             |
    |                                                             |
    |_____________________________________________________________|
______________________________________________________________________________
Type number, or use arrows, then press Return                     6K Avail.
```

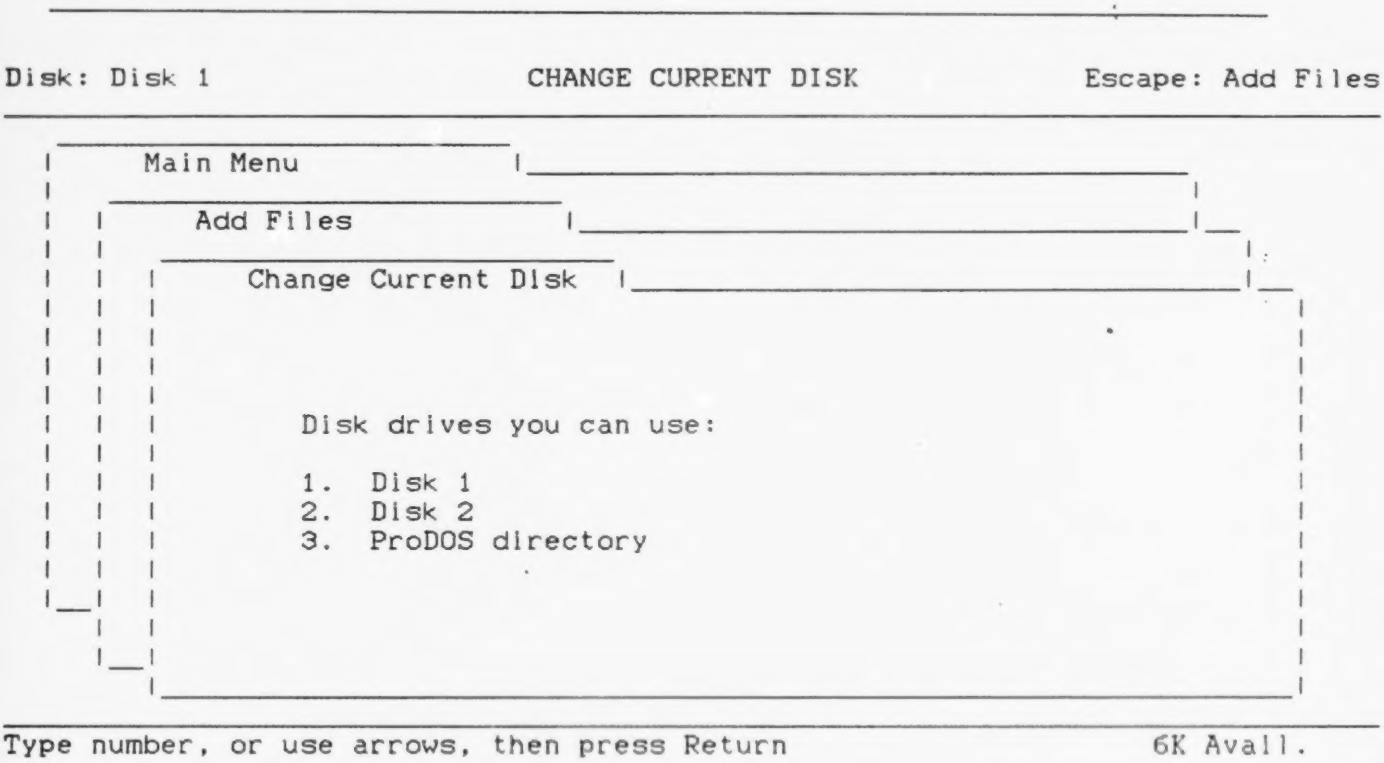
Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

04. <u>Selecting Disk 2</u>. Select option 2, "Disk 2" as follows:

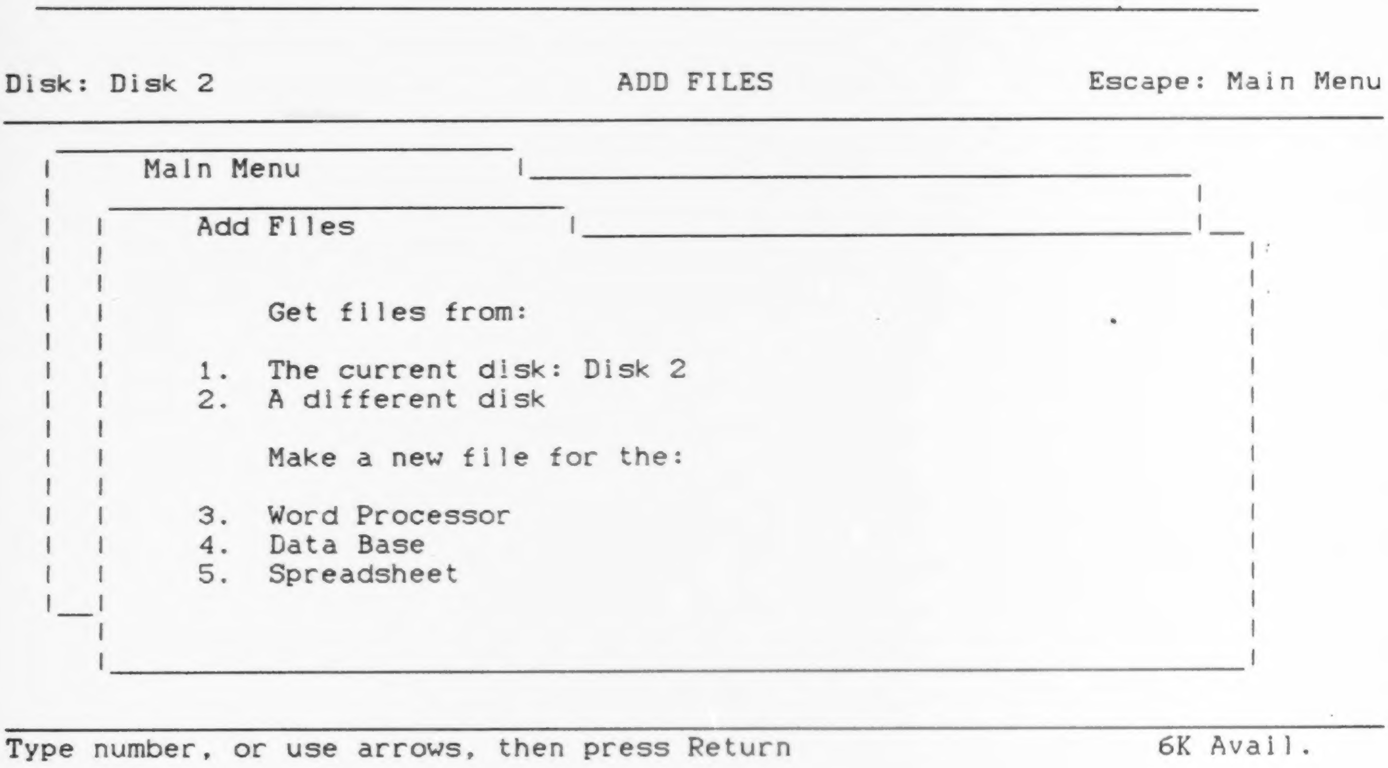
a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The screen should have changed following this action so that it appears like the example shown in Figure 5. Note that the numeral "1" in the upper left corner of the screen has changed to "2."



```
Disk: Disk 1              CHANGE CURRENT DISK          Escape: Add Files
_________________________________________________________________________
   ________________________
  |     Main Menu          |_____________________________________
  |    ________________________                                  |
  |   |     Add Files          |_________________________________|__
  |   |    ________________________                                 |
  |   |   |     Change Current Disk |_______________________________|__
  |   |   |                                                            |
  |   |   |                                                            |
  |   |   |                                                            |
  |   |   |                                                            |
  |   |   |        Disk drives you can use:                            |
  |   |   |                                                            |
  |   |   |        1.  Disk 1                                          |
  |   |   |        2.  Disk 2                                          |
  |   |   |        3.  ProDOS directory                                |
  |   |   |                                                            |
  |___|   |                                                            |
      |   |                                                            |
      |___|                                                            |
          |____________________________________________________________|
_________________________________________________________________________
Type number, or use arrows, then press Return                 6K Avail.
```

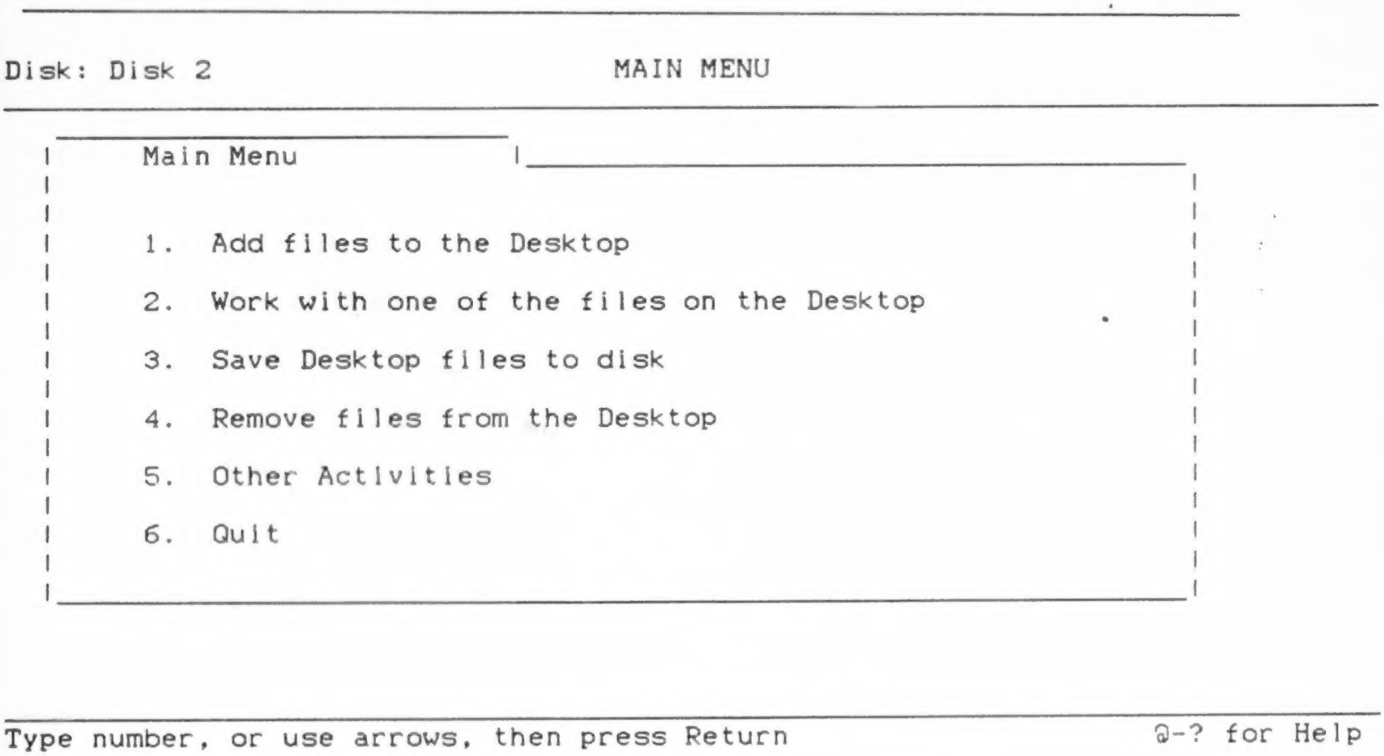
Figure 4. The Monitor Screen After Selecting The "A different disk" Option.



```
Disk: Disk 2                        ADD FILES                     Escape: Main Menu
___________________________________________________________________________________
  _________________________
 |     Main Menu           |_____________________________________
 |   _________________________                                   |
 |  |     Add Files           |__________________________________|__
 |  |                                                               |
 |  |                                                               |
 |  |         Get files from:                                       |
 |  |                                                               |
 |  |      1.  The current disk: Disk 2                             |
 |  |      2.  A different disk                                     |
 |  |                                                               |
 |  |         Make a new file for the:                              |
 |  |                                                               |
 |  |      3.  Word Processor                                       |
 |  |      4.  Data Base                                            |
 |  |      5.  Spreadsheet                                          |
 |__|                                                               |
    |                                                               |
    |_______________________________________________________________|
___________________________________________________________________________________
Type number, or use arrows, then press Return                         6K Avail.
```

Figure 5. The Monitor Screen After Selecting Disk #2.

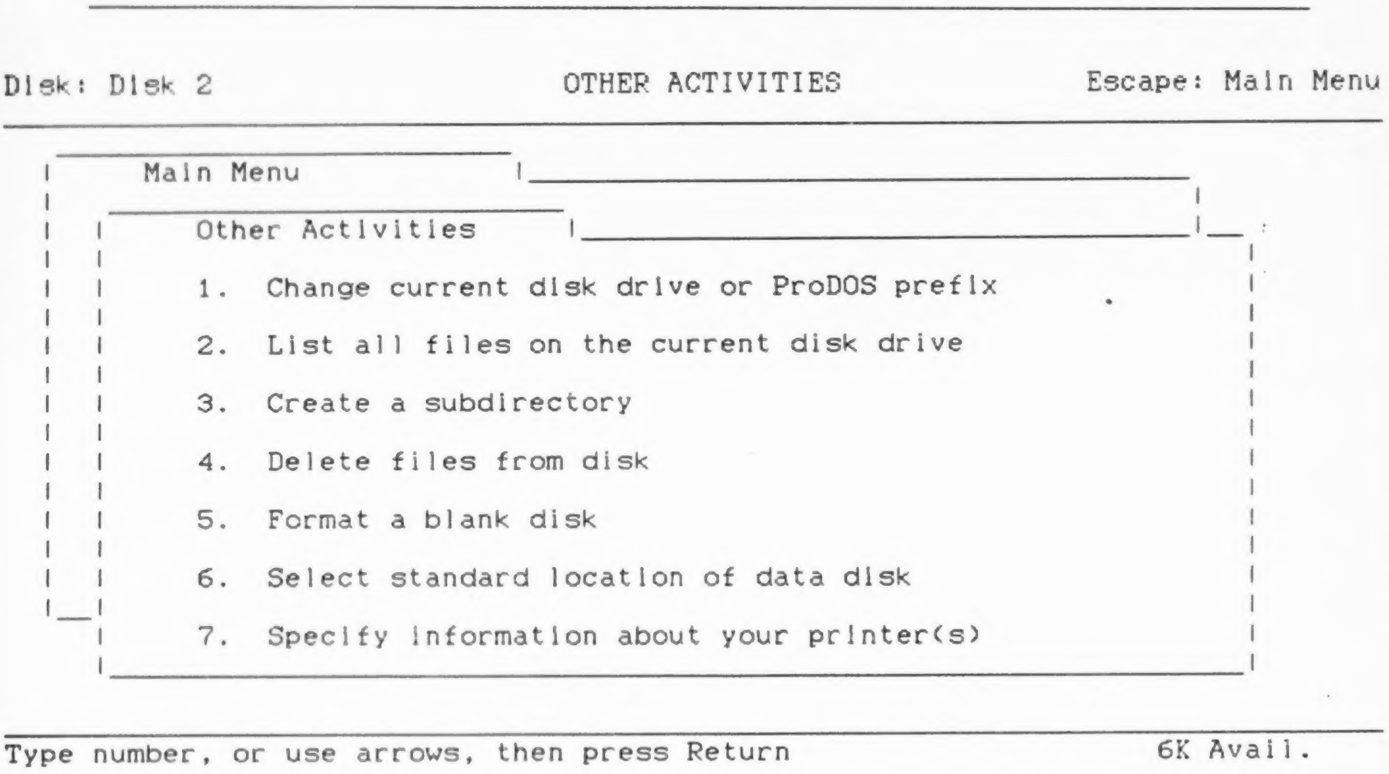
05. Returning To The Main Menu. Press the ESC once (see Figure 6).



```
Disk: Disk 2                    MAIN MENU

     Main Menu

     1.  Add files to the Desktop

     2.  Work with one of the files on the Desktop

     3.  Save Desktop files to disk

     4.  Remove files from the Desktop

     5.  Other Activities

     6.  Quit

Type number, or use arrows, then press Return        @-? for Help
```

Figure 6. The Main Menu After Disk 2 has Been Selected.

06. <u>Selecting Other Activities</u>. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:



```
Disk: Disk 2                OTHER ACTIVITIES              Escape: Main Menu

      Main Menu
         Other Activities

            1.  Change current disk drive or ProDOS prefix

            2.  List all files on the current disk drive

            3.  Create a subdirectory

            4.  Delete files from disk

            5.  Format a blank disk

            6.  Select standard location of data disk

            7.  Specify information about your printer(s)

Type number, or use arrows, then press Return                     6K Avail.
```

Figure 7. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

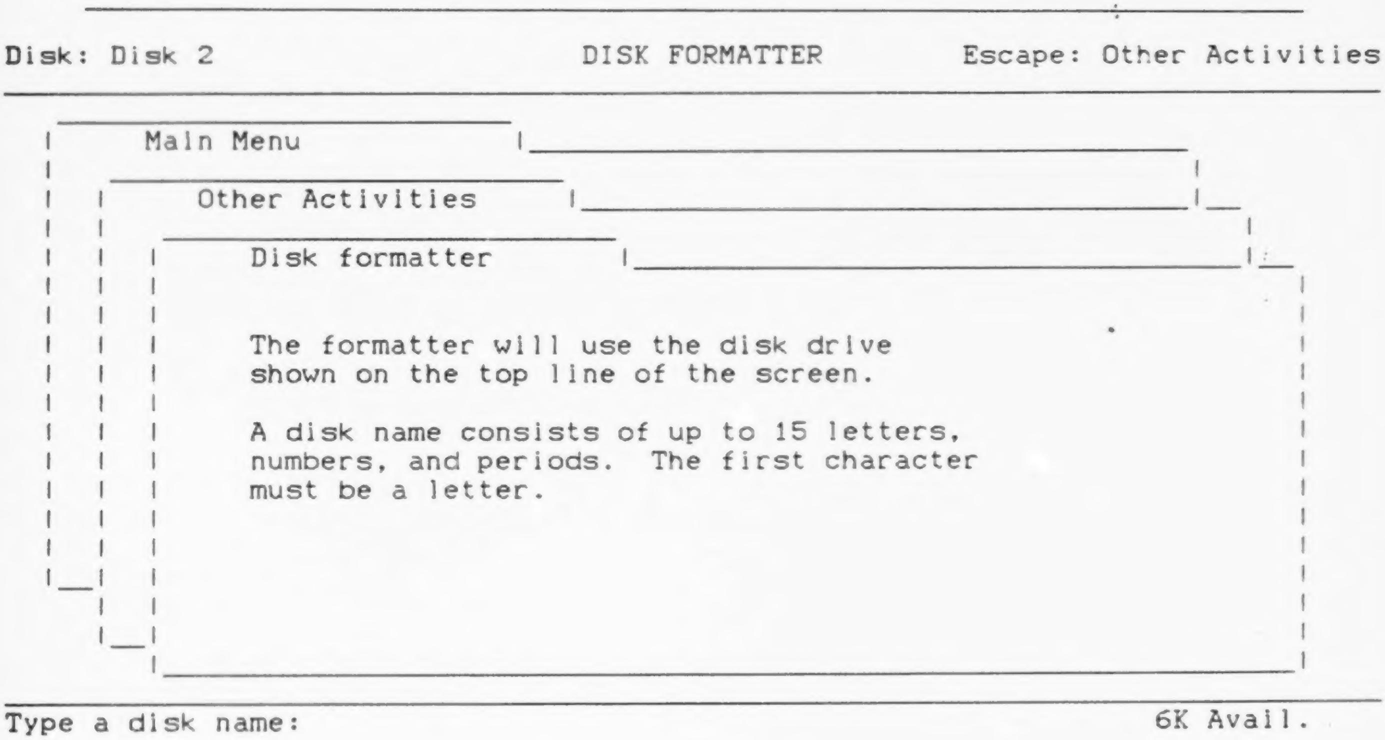
a. Press the NUMBER-5 key once.

b. Press the RETURN key once. Your screen should look like the picture shown in Figure 7 following this action.

07. <u>Disk Formatting</u>. With the screen appearing as it does in Figure 7 select option #5 as follows:

a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

b. Press the RETURN key once. The picture you see on the screen has changed so that it looks like the one you now see below in Figure 8.



```
Disk: Disk 2                 DISK FORMATTER        Escape: Other Activities

      Main Menu
         Other Activities
            Disk formatter

            The formatter will use the disk drive
            shown on the top line of the screen.

            A disk name consists of up to 15 letters,
            numbers, and periods.  The first character
            must be a letter.

Type a disk name:                                               6K Avail.
```

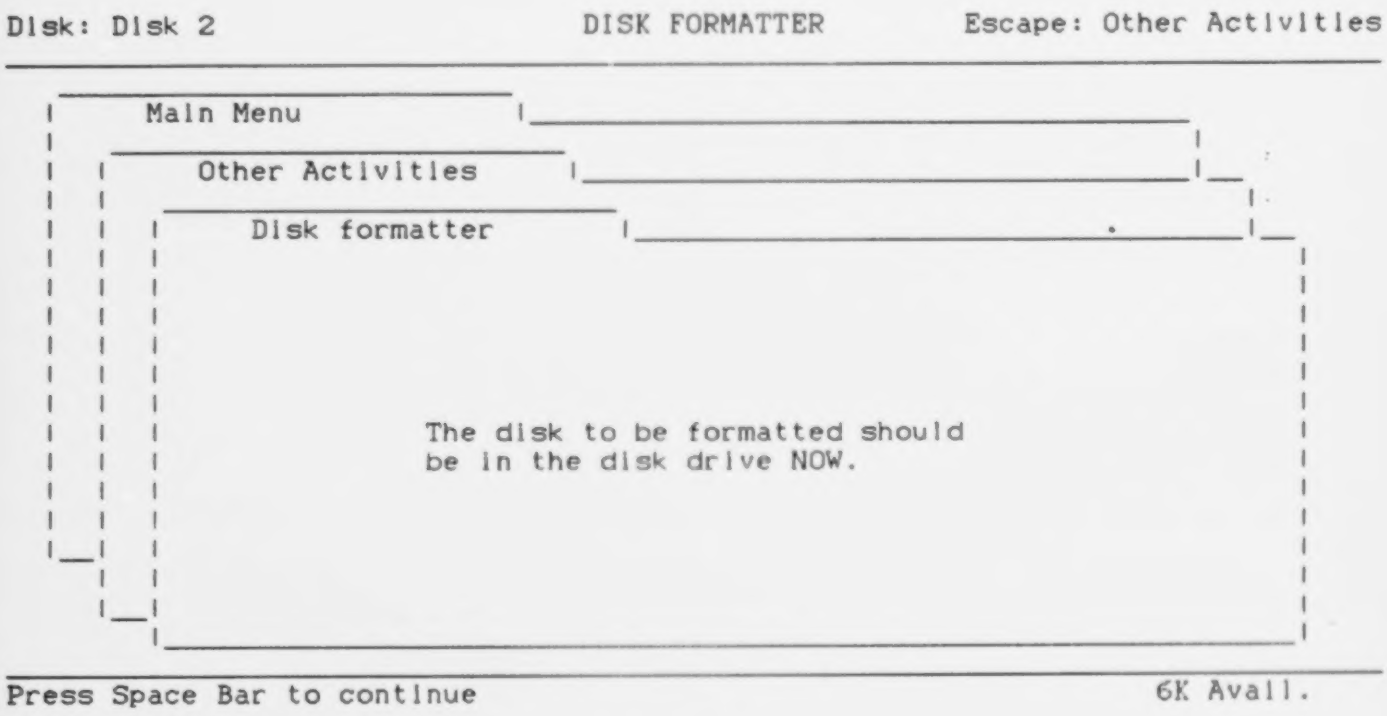
Figure 8. The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

08. <u>Volume Naming</u>. Directions in the center of the screen tell you to name the new disk. Type the word "TRAINING." The screen will now be identical to the picture shown in Figure 9.

```
Disk: Disk 2                     DISK FORMATTER             Escape: Erase entry
_______________________________________________________________________________
   ___________________________
  |     Main Menu            |______________________________________
  |                                                                 |
  |   __________________________
  |  |     Other Activities     |___________________________________|__
  |  |                                                                 |
  |  |   __________________________
  |  |  |     Disk formatter      |___________________________________|__
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |     The formatter will use the disk drive                       |
  |  |  |     shown on the top line of the screen.                        |
  |  |  |                                                                 |
  |  |  |     A disk name consists of up to 15 letters,                   |
  |  |  |     numbers, and periods.  The first character                  |
  |  |  |     must be a letter.                                           |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |__|  |                                                                 |
     |  |                                                                 |
     |__|                                                                 |
        |_________________________________________________________________|
_______________________________________________________________________________
Type a disk name:  TRAINING                                      6K Avail.
```

Figure 9. The Monitor Screen After Typing The Name Of The New Disk.

09. Entering The Disk Name. Press the RETURN key once. The screen now looks like the example shown in Figure 10.

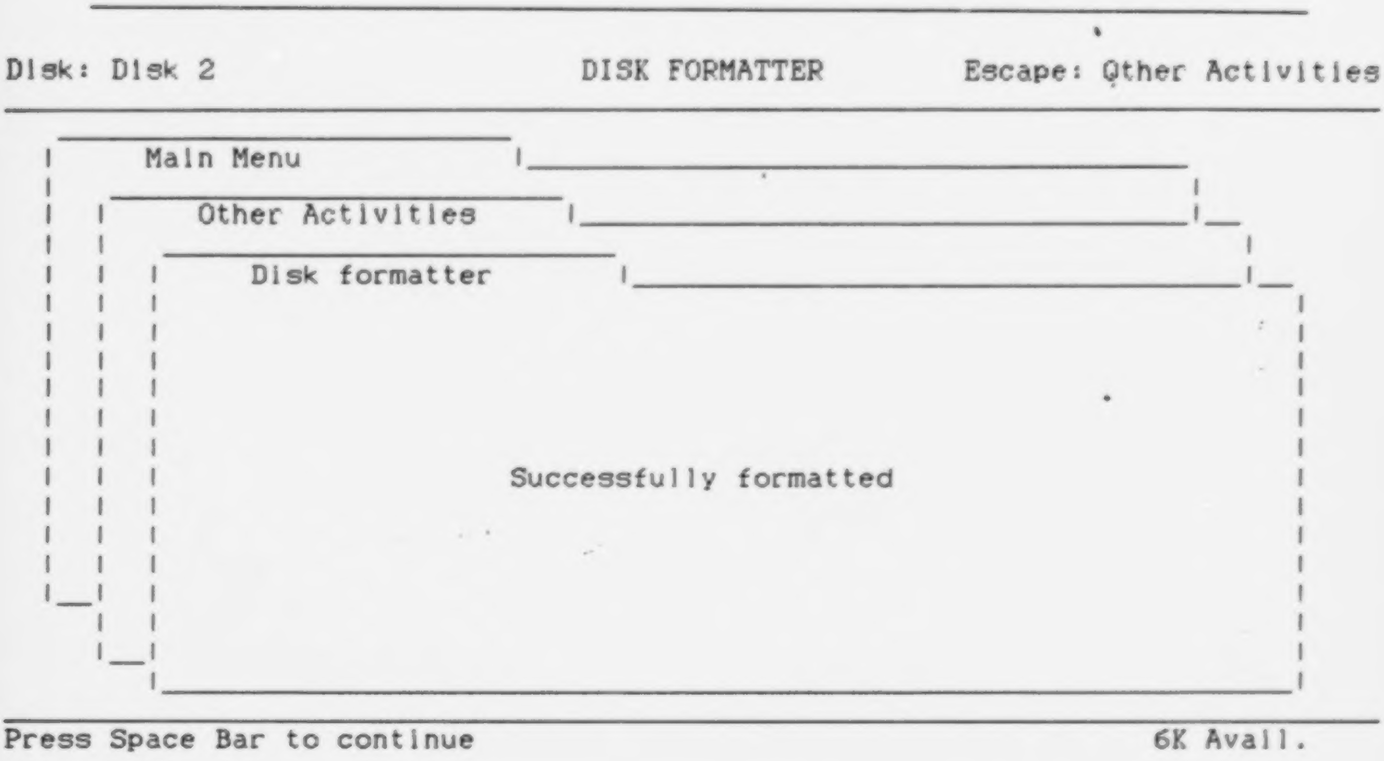


```
Disk: Disk 2                DISK FORMATTER        Escape: Other Activities

 |       Main Menu          |________________________________
 |                                                           |
 |  |       Other Activities     |___________________________|__
 |  |                                                           |
 |  |  |       Disk formatter       |___________________________|__
 |  |  |                                                           |
 |  |  |                                                           |
 |  |  |                                                           |
 |  |  |                                                           |
 |  |  |                                                           |
 |  |  |                                                           |
 |  |  |             The disk to be formatted should               |
 |  |  |             be in the disk drive NOW.                     |
 |  |  |                                                           |
 |  |  |                                                           |
 |__|  |                                                           |
    |  |                                                           |
    |__|                                                           |
       |___________________________________________________________|

Press Space Bar to continue                                  6K Avail.
```

Figure 10. The Monitor After Enter The New Disk Name.

10. <u>Using Slot Or Drive 2</u>. Insert the disk to be formatted in Duodisk drive slot #2 or disk drive #2 (depends upon the drive arrangement).

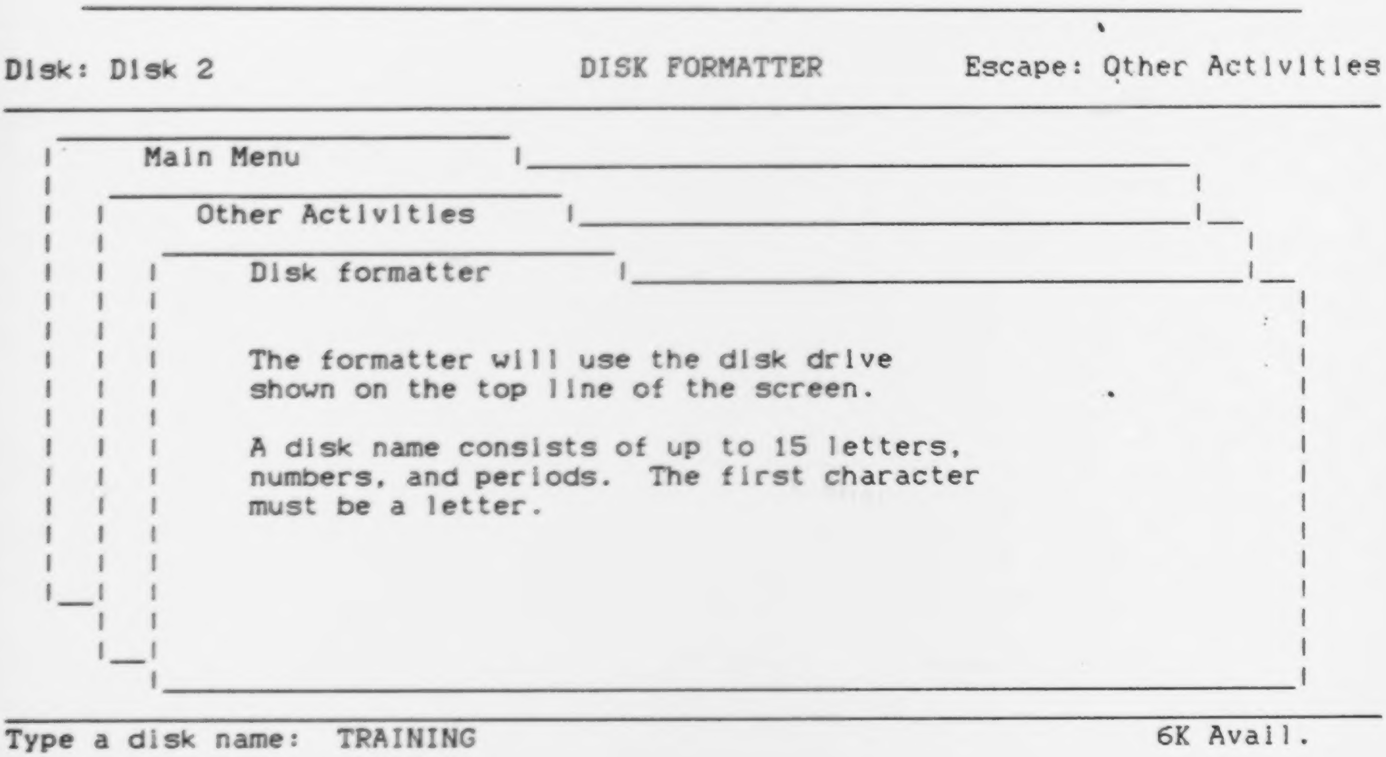
11. <u>Formatting</u>. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 11.



```
Disk: Disk 2                 DISK FORMATTER         Escape: Other Activities
_____________________________________________________________________________
   ____________________
  |    Main Menu       |__________________________________
  |     ____________________                              |
  |    |    Other Activities |_____________________________|__
  |    |     ____________________                            |
  |    |    |    Disk formatter  |___________________________|__
  |    |    |                                                   |
  |    |    |                                                   |
  |    |    |                                                   |
  |    |    |                                                   |
  |    |    |                                                   |
  |    |    |                                                   |
  |    |    |            Successfully formatted                 |
  |    |    |                                                   |
  |    |    |                                                   |
  |    |    |                                                   |
  |____|    |                                                   |
       |    |                                                   |
       |____|                                                   |
            |___________________________________________________|
_____________________________________________________________________________
Press Space Bar to continue                                        6K Avail.
```

Figure 11. Monitor Screen After The Formatting Task Has Been Completed.

12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 12.



```
Disk: Disk 2                DISK FORMATTER        Escape: Other Activities

         Main Menu

              Other Activities

                   Disk formatter

                   The formatter will use the disk drive
                   shown on the top line of the screen.

                   A disk name consists of up to 15 letters,
                   numbers, and periods.  The first character
                   must be a letter.

Type a disk name:  TRAINING                                     6K Avail.
```

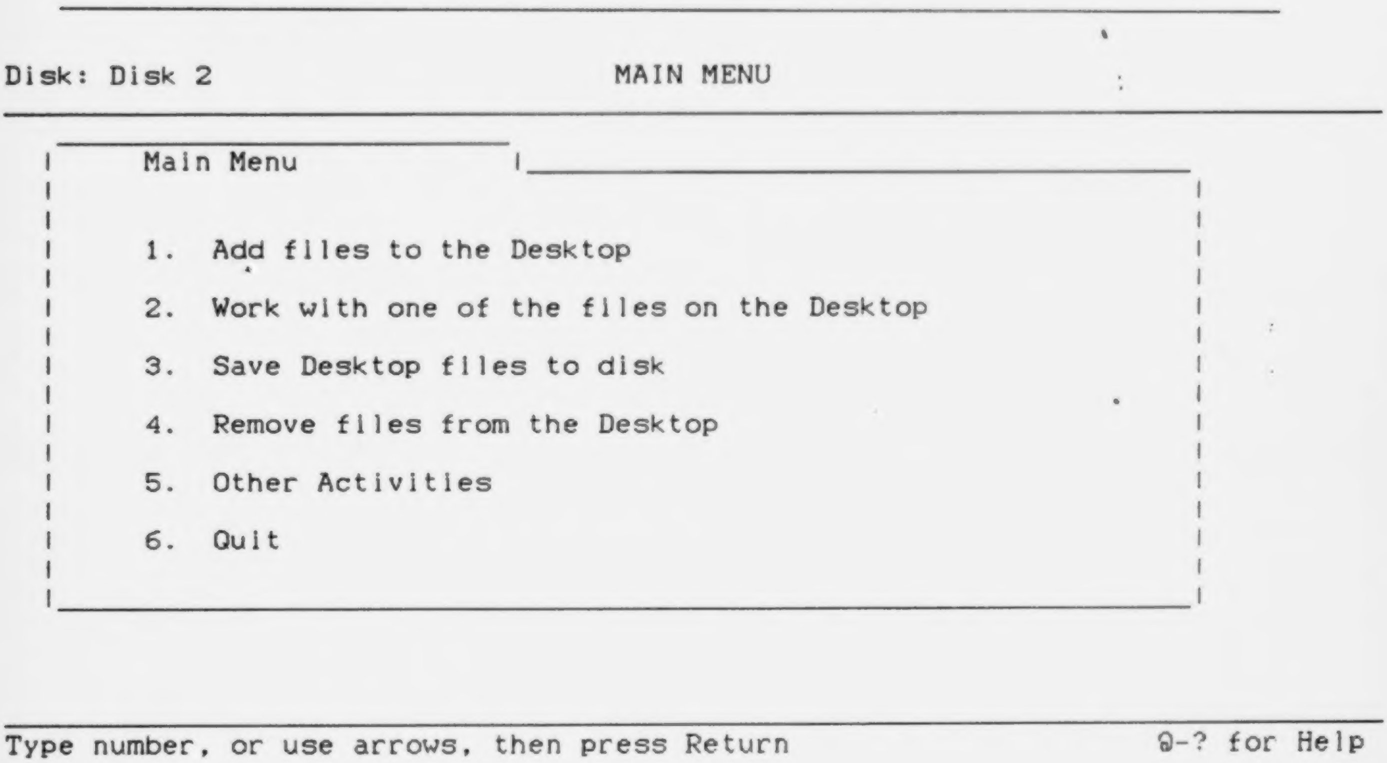
Figure 12. Monitor Screen After Exiting The Successfully Formatted Mode.

13. Exiting The Format Option. Press the ESC key once. This action moves the program back to the "Other Activities," menu (see Figure 13).

```
    _______________________________________________________________________

Disk: Disk 2                 OTHER ACTIVITIES               Escape: Main Menu
______________________________________________________________________________
  __________________________
 |    Main Menu             |______________________________________
 |                                                                 |
 |   ___________________________                                   |
 |  |    Other Activities       |__________________________________|__
 |  |                                                                 |
 |  |    1.  Change current disk drive or ProDOS prefix               |
 |  |                                                                 |
 |  |    2.  List all files on the current disk drive                 |
 |  |                                                                 |
 |  |    3.  Create a subdirectory                                    |
 |  |                                                                 |
 |  |    4.  Delete files from disk                                   |
 |  |                                                                 |
 |  |    5.  Format a blank disk                                      |
 |  |                                                                 |
 |  |    6.  Select standard location of data disk                    |
 |__|                                                                 |
    |    7.  Specify information about your printer(s)                |
    |_________________________________________________________________|

______________________________________________________________________________
Type number, or use arrows, then press Return                     6K Avail.
    _______________________________________________________________________
```

Figure 13. "Other Activities" Menu.

14. Escaping The Other Activities Option. Press the ESC key to return to the "Main Menu" (see Figure 14).



```
Disk: Disk 2                     MAIN MENU

  Main Menu

      1.  Add files to the Desktop

      2.  Work with one of the files on the Desktop

      3.  Save Desktop files to disk

      4.  Remove files from the Desktop

      5.  Other Activities

      6.  Quit

Type number, or use arrows, then press Return          @-? for Help
```

Figure 14. "Main Menu."

15. Information Storage. The disk can now be used for data storage.